Career & Technical Education Reporting System

**User's Manual
2005–2006
School Year**

Virginia
Career and Technical Education
Reporting System

User's Manual

2005–2006
School Year

Developed by
Career and Technical Education Data Management
Office of Career and Technical Education Services

and the

Division of Information Technology
Virginia Department of Education
P.O. Box 2120
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Preface

The 2005–2006 Virginia Career and Technical Education Reporting System (CTERS) User's Manual provides guidance in the completion of the various components of the system. As in previous years, the manual is available through the Virginia Department of Education's CTE Web site at the following address: **http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters**

Please visit the VDOE and CTE Web sites often to obtain the latest information about education issues important to you.

This year there are only a few changes in the data collection, analysis, and reporting functions of the Career and Technical Education Reporting System. After modifying the process for last year's data collection, we have identified some areas for which Perkins III legislation will require more detailed data. Changes to the system are minor, however, and benefit the user by simplifying the forms that must be completed.

All CTERS forms have been revised for the 2005–2006 collection year. Revision dates are posted on the forms; do not use forms displaying a date earlier than August 31, 2005. We do not anticipate any changes to the data collection process after August 31, 2005. Should the need arise for modifications, however, we will send notification via memo to all CTE administrators.

Also, look throughout this manual for the arrows ( ). They were added to indicate what is new for 2005-2006!

Thank you for your participation and dedication to our data gathering efforts.

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Introduction

The Career and Technical Education Reporting System (formerly VERS) is the information-gathering component of the Virginia Career and Technical Education Management System (formerly VEMS). The information collected through this system is used to

- plan budgets
- prepare planning documents to meet the state Standards of Quality (SOQ)
- supply Career and Technical Education enrollment data to agencies or individuals who request this information
- determine financial disbursements of state and federal funds.

Operation

The operation of the system is under the direction of Career and Technical Education Data Management, Office of Career and Technical Education Services, and Virginia Department of Education, and it is implemented through the local coordinators in each school division. Please direct all questions related to forms or electronic data submission to the local division coordinator.

User's Manual

This user's manual contains

- instructions for form completion
- a sample of each form
- directions for electronic data submission
- detailed appendices to assist in form completion.

Please send comments and suggestions for improvement of this manual to:

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Summary of Data Collections

This section contains

- a brief description of each report due to the Office of Career and Technical Education Services
- changes to the data collection instruments
- reporting due dates
- report summary table.

Secondary Enrollment/Demographic Form (SEDF)

The SEDF collects class enrollment and demographic data on Career and Technical Education classes in grades 6–12. The data is used to determine career and technical Standards of Quality (SOQ) funds for local school divisions and to calculate Non-Traditional Career Preparation Enrollment.

New **this** year:

- Similar to other data collections at VDOE, the SEDF report will continue to use the Single Sign-On for Web System (SSWS) for submission. However, the Excel template for this report used in the prior 2 years has been eliminated. A new Web interface via the SSWS has been created to allow for the complete SEDF submission to occur completely via the Web. Since some divisions use a vendor provided software package to create an ASCII text fie to submit via the SSWS, that functionality remains.

Dates to remember:

- Teachers submit their data for first-semester and yearlong classes to the school coordinator by Monday, **September 12, 2005.**
- The Career and Technical Education Administrator submits an electronic form for first-semester and yearlong classes to the Virginia Department of Education (VDOE) by Friday, **October 7, 2005.**
- Teachers submit their data for second-semester classes to the school coordinator by Monday, **February 13, 2006.**
- The Career and Technical Education Administrator submits an electronic form for second-semester classes to the VDOE by Friday, **March 3, 2006.**

Secondary Student Enrollment Report (CTERS2)

The Secondary Student Enrollment Report collects information on Career and Technical Education program enrollment for students participating in Career and Technical Education classes in grades 9–12.

New **this** year:

- CTERS2 Fields were added to the Student Record Collection administered by the Education Information Management department of DOE. The Student Record Collection will replace the CTERS2 after the 2005–2006 school year.

Dates to remember:

- The Career and Technical Education Administrator electronically submits the Division Report to the VDOE by **June 30, 2006.**

Completer Demographics Report (CDR)

The Completer Demographics Report (CDR) is used to analyze completer data by gender, ethnicity, special populations, Tech Prep, and competency attainment. It is one of the primary sources of data used in generating the annual federal report. Competency Attainment and Non-Traditional Career Preparation are compiled from this data. Secondary School Completion, Response Rate, and Transition are compiled using some of this data.

New **last** year:

- Graduate Code was not collected last year. In prior years, a Graduate (7/1/2003–6/30/2004) Code of a "C" – graduated - or "D" –did not graduate- was provided. This column no longer appears on the CDR Template. Only include completers that are seniors and have graduated on the Completer Demographics Report (CDR).

Dates to remember:

- The Career and Technical Education Administrator electronically submits the demographic data to the VDOE by **June 30, 2006**.

Career and Technical Education Student Follow-Up

The Career and Technical Education Student Follow-Up collects individualized data for analyzing completer placement, satisfaction, and quality of high school education. It is one of the primary sources of data used in generating the annual federal report.

Dates to remember:

- The 2006 Follow-Up of the 2005 Completers begins on **March 8, 2006**.
- The Career and Technical Education Administrator electronically submits the follow-up data to the Center for Assessment, Evaluation, and Educational Programming (CAEEP) by **June 30, 2006**.
- The Employer Contact information must be verified by **June 30, 2006**. It is critical that a zip code be included with the address. Employer Satisfaction surveys are mailed to employers of completers who are employed *full time only* or *full time and part time combined*. **Surveys are not mailed out to any employer whose contact information has not been verified or whose zip code is not included with the address.**

Adult Enrollment Report (Formerly VERS 6)

Total adult enrollment, gathered by the Career and Technical Adult Enrollment Report, provides documentation for state funding and distribution of funds for adult programs. Please take extra care in verifying the accuracy of the data.

Dates to remember:

- The Career and Technical Education Administrator electronically submits the data for short-term classes to the CAEEP based on the following schedule:

Short-term classes ending on OR before	Report due
September 30, 2005	October 15, 2005
December 31, 2005	January 14, 2006
March 31, 2006	April 15, 2006
June 30, 2006	June 30, 2006

- The Career and Technical Education Administrator submits an electronic form for all long-term classes to the CAEEP by **June 30, 2006.**

Calendar of Due Dates

Report	Details	Date Due
Secondary Enrollment/ Demographic Form (SEDF) Form #: QF 040	Data: All approved 6-, 9-, 12-, 18-, and 36-week first-semester and yearlong classes Compiled: Online data entry Submitted: SSWS	**September 12, 2005** (teachers to submit data to school coordinator) **October 7, 2005** (CTE administrator to submit form to VDOE)
	Data: All approved 6-, 9-, 12-, 18-, and 36-week second-semester classes Compiled: Online data entry Submitted: SSWS	**February 13, 2006** (teachers to submit data to school coordinator) **March 3, 2006** (CTE administrator to submit form to VDOE)
Secondary Student Enrollment Report (CTERS2) Form #: QF 034	Data: Unduplicated student enrollments Compiled: Excel Spreadsheet OR ASCII Submitted: E-mail to cters@doe.virginia.gov	**June 30, 2006**
Completer Demographics Report (CDR)	Data: Completer demographic and competency information Compiled: Excel Spreadsheet OR tab-delimited text file Submitted: E-mail to cters@doe.virginia.gov	**June 30, 2006**
Career and Technical Education Student Follow-Up	Data: Completer placement, satisfaction, and quality of education information Compiled: Online data entry Submitted: http://www.vtdata.org/cters (password required) OR http://www.vtdata.org/cters (SRN required)	**June 30, 2006** (student follow-up ends) **June 30, 2006** (employer verification ends)
Adult Enrollment Report (formerly VERS6) Form #: QF 039	Data: Student enrollments for short-term, long-term, preparatory, and apprenticeship classes Compiled: Online data entry Submitted: http://www.vtdata.org/cters (password required)	Short-term classes: **October 15, 2005** **January 14, 2006** **April 15, 2006** **June 30, 2006** **June 30, 2006** for all other classes

Secondary Enrollment/Demographic Form (SEDF) Instructions for Completion

General Information

The Secondary Enrollment/Demographic Form (SEDF) collects data on each Career and Technical Education class, **grades 6–12**. The data is used in the determination of Standards of Quality (SOQ) funding. Reference the Web site: http://www.doe.virginia.gov/VDOE/VA_Board/Standards/ for information concerning SOQ.

An Excel spreadsheet template is NO LONGER provided by DOE to be used to collect the data and submit the data for the SEDF. The division may collect the SEDF data in any fashion preferred by the locality. The SEDF is now submitted completely via the Single Sign-On for Web System (SSWS). Divisions may enter enrollment information directly into a form on the SSWS or upload an ASCII text file into the SSWS.

The SEDF data collection is a multi-phase process; phases are outlined below.

Phase I. Collect Data

Collect the data within the school division in any fashion preferred by the locality.

Teachers must submit their data for first-semester and yearlong classes to the school coordinator by **September 12, 2005,** and data for second-semester classes by **February 13, 2006**.

Local CTE administrators are encouraged to check the data for errors before submitting the data to VDOE.

Phase II. Rollover Teacher Data

Each CTE Administrator in each division or regional center must have a password before submitting SEDF data through SSWS. Passwords are assigned by the Single Sign-On Account Manager in each division.

A User's Guide for the SSWS is available on the CTERS Web site at
http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters/vdoessws.doc.
Not all of the information in this guide is relevant to Career and Technical Education, but a step-by-step guide to the submission process begins on page 3.

Regardless of how few records are submitted, no paper forms or faxed copies of SEDF data will be accepted.

The SSWS will immediately process the SEDF data and generate error reports as needed. All corrections must be made via the SSWS forms. If submitting an ASCII text file, all corrections must be made to the ASCII text file and the file must be re-submitted through SSWS.

You must rollover the prior year's teacher information so that you may update each teacher with current year enrollment data.

Steps:

1. Log into the SSWS at https://eb01.vak12ed.edu/ssws/com/vdoe/dataAdmin/jsp/LoginContainer.jsp.

2. Once you log into the SSWS, select SEDF from the list of available applications.

3. When you mouse over the SEDF link in the menu bar on the left portion of the page, a drop-down menu will appear.

4. On the drop-down menu, click on Rollover from the list of available options.

5. On the Web page, click on the Rollover button to rollover teachers for the current year.

Phase III. Maintain Teacher Data

Once you have rolled over the prior year s teacher information, you may view the list of teachers and edit that information. You may also add new teachers or delete prior teachers completely.

Steps:

1. When you mouse over the SEDF link in the menu bar on the left portion of the page, a drop-down menu will appear.

2. On the drop-down menu, click on Maintain Teacher Data from the list of available options.

The Maintain Teacher Data Web page will be divided into three sections: Add An Instructor, Find An Instructor, and Teacher Listing.

Add An Instructor

The first section is titled Add An Instructor and is located in the upper left corner. This section is used to add a new teacher only by entering the teacher ID. *Note: A Teacher ID for a new teacher cannot be the teacher ID of an existing teacher. If the Teacher ID has been re-assigned, the teacher must be located in the Teacher Listing section and deleted from the system before that Teacher ID may be re-assigned.*

Steps:

1. Enter the Teacher ID into the text box. You may click the Reset button to erase your entry in the text box prior to step 2.

2. Click the Add An Instructor button. If the Teacher ID is not currently assigned, the Teacher ID will be added to the Teacher Listing section.

Find An Instructor

The first section is titled Find An Instructor and is located in the upper right corner. This section is used to locate a teacher in the Teacher Listing section. You may use the Teacher ID to search, teacher name or any part of the teacher name.

Steps:

1. Enter the Teacher ID or any part of the teacher's name in the text box. You may click the Reset button to erase your entry in the text box prior to step 2.

2. Click the Find An Instructor button. If the teacher exists based on the information provided in the text box, the teacher will be located in the Teacher Listing section.

Teacher Listing

The third section is titled Teacher Listing and is located in the bottom middle. All Teacher IDs will appear in this section. You may Delete a teacher, Modify teacher information, and Maintain Instructors Courses from this section. Note: Since this is the first year this system has been implemented, all teachers will require a Yes or No to denote if the teacher is a co-op coordinator or not.

This section is most critical if you are going to submit enrollment data by uploading an ASCII text file into the SSWS. If you are going to upload an ASCII text file via the SSWS, you MUST ensure all teacher information is correct and all teachers exist. Note: If you are going to upload an ASCII text file, all teachers listed in the text file must appear in the Teacher Listing section or the submission will be rejected.

New Teacher Data Entry

Steps:

1. Optional–Select the Title/Name prefix from the drop-down.

2. Enter the teacher's last name in the text box.

3. Optional–Enter the teacher's first initial in the text box.

4. Enter the teacher's middle initial in the text box.

5. Optional–Select the name suffix from the drop-down.

6. Select Yes/No from the co-op coordinator drop-down.

7. Click the Save button.

Modify Existing Teacher Data

Steps:

1. Click the Edit button.
2. Optional–Select the Title/Name prefix from the drop-down.
3. Enter the teacher's last name in the text box.
4. Optional–Enter the teacher's first initial in the text box.
5. Enter the teacher's middle initial in the text box.
6. Optional–Select the name suffix from the drop-down.
7. Select Yes/No from the co-op coordinator drop-down.
8. Click the Save button.

Delete Existing Teacher ID

1. Click the delete X button to completely delete the Teacher ID.

Phase IV. Maintain Instructors Courses (Non-ASCII)

On the Maintain Teacher Data page, locate the teacher in the Teacher Listing section that you would like to enter enrollment data. Click on the **arrow** to Add Courses to open the Maintain Instructors Courses page.

On the Maintain Instructors Courses page, you will be able to enter all course enrollments for a teacher by reporting period, justify threshold breach if one occurs and delete current course data. Also, you will be able to retrieve prior year enrollment by teacher. This page is divided into four different sections: Reporting Period, Add Course, Enter Enrollment Counts and Threshold.

Note: If you select a prior year, you will only be able to view data in the remaining 3 sections; you will NOT be able to make any changes or corrections.

Prior Year Enrollment Data

Reporting Period

Steps:

1. Select reporting period of Fall or Spring from the Report Period drop-down.
2. Select semester of First, Second, or Year Long from the Semester drop-down.
3. Select school year from the School Year drop-down.
4. Click the Perform Search button.

Current Year Enrollment Data

Note: If you select the current year, you will be able to enter data in the Add Course and Enter Enrollment Counts. Threshold is merely a meter until the threshold is breached and then it changes into a text box. As a text box, a written justification of the Threshold is required before a course will be accepted by the system.

Reporting Period

Steps:

1. Select reporting period of Fall or Spring from the Report Period drop-down.
2. Select semester of First, Second, or Year Long from the Semester drop-down.
3. Select school year from the School Year drop-down.

Add Course

Steps:

1. Select program area from the Program Area drop-down.
2. Select course area from the Course drop-down.
3. Select school name from the Institution drop-down.
4. Enter course length in the Course Length text box. *Note: If the course you have selected already has a minimum course length assigned to it, this field will be automatically populated for you and you may not edit this field.*
5. Select period number in the Period (Section) drop-down, period 1–7.

6. Enter number of periods per day in the Periods/Day text box.

7. Enter period length in minutes in the Period Length text box, less than 100 minutes.

Enter Enrollment Counts

Steps:

1. Enter the total number of students by race, gender, and co-op for all white text boxes.

2. Click the Add Course button to save the instructor course information you have entered.

Note 1: If the course selected is not a co-op course and the teacher is not a co-op coordinator, co-op enrollment may not be entered and the text box will be gray.

Note 2: Male enrollment is calculated automatically by taking the female enrollment entered and subtracting the sum of all racial categories. If male enrollment is negative, an error message will be generated and corrections to the racial or female counts must occur.

Threshold

Threshold is merely a meter until the threshold of 54,000 teaching minutes is breached and then it changes into a text box. As a text box, a written justification of the Threshold is required before a course will be accepted by the system.

Steps:

1. Enter the threshold justification in the text box.

2. Click the Submit/Update Explanation button.

Note: All text boxes in white must have data entered, and the Threshold must be justified before enrollment additions may be accepted by the system.

Phase IV-A. Submit Enrollment Data (ASCII ONLY)

Once you have verified Teacher Data, you may upload the ASCII text file exactly as in prior years. Note: All teachers listed in the text file must appear in the Teacher Listing section on the Maintain Teacher Data page or the submission will be rejected.

Steps:

1. When you mouse over the SEDF link in the menu bar on the left portion of the page, a drop-down menu will appear.

2. On the drop-down menu, click on Upload Course File from the list of available options.

3. Select the reporting period form the Reporting Period drop-down, Fall or Spring.

4. Select the year from the School Year drop-down. *Note: If you select a prior year, you will receive an error message. Select only the current year from the drop-down.*

5. Click the Perform Upload button.

6. Enter the path for the text file you want to upload, or browse and select it. The path will be that you stored your SEDF ASCII text file on your local system.

7. Once the data has been uploaded into the system, which takes a few moments, you will receive an e-mail notification of either a Failed or Successful upload.

Phase IV-B. Upload Status Tracking (ASCII ONLY)

Once you have received the e-mail notification from the SSWS, you may view the status of the upload.

Steps:

1. When you mouse over the SEDF link in the menu bar on the left portion of the page, a drop-down menu will appear.

2. On the drop-down menu, click on Upload Status Tracking from the list of available options.

Failed:

A failed load indicates that not all of the fields were filled in correctly.

Steps:

1. Click the word Failed to view the list of items needing correction.

2. All corrections must be made in the ASCII text file. Locate and correct all errors listed.

3. Return to the SSWS and upload the text file again. Continue this process until successful.

Successful:

A successful load does not indicate that all data submitted was correct—only that all the fields were filled correctly. Data may still require corrections; if so, the Data Abnormalities Report will indicate all required corrections. You will need to extract your complete SEDF report from the Reports page. To get to the Reports page you may either click on the word Successful which will automatically take you to the page or follow the steps under Phase V.

Phase V. Retrieving your SEDF Report

Once the SEDF data is processed through the SSWS, a Data Abnormalities Report, a Threshold Report, a Non-Traditional Report, and an Instructor Listing Report are generated and can be downloaded from the SSWS Web site. You may generate SEDF reports for prior and current reporting periods.

Reports Page

Steps:

1. When you mouse over the SEDF link in the menu bar on the left portion of the page, a drop-down menu will appear.

2. On the drop-down menu, click on Reports from the list of available options.

3. On the Web page, click the Show Report button to the right of the report you wish to view, i.e., Division Verification Report.. This will open another Web page.

Verification Report Page

Steps:

1. On the Web page, select the school year from the School Year drop-down.

2. Click the Launch Report button.

3. The system will take a few moments to open the report in PDF format.

4. You may then save the report or print it off.

Phase VI. Correct Data

A blank Data Abnormalities Report indicates that all data was submitted correctly. If abnormal data was submitted, the Data Abnormalities Report will list all items requiring correction. Critical Errors must be corrected before a submission will be considered complete. If you did not submit an ASCII text file, corrections are to be made by returning to the Maintain Teacher Data page and following the steps in Phase IV. Again, if you submitted an ASCII text file and any corrections are required, they should be made to the ASCII text file and re-submitted. New verification reports will be generated and made available through the SSWS.

The Threshold Report is a listing of all teachers whose total teaching minutes surpasses 54,000 minutes for the school year. All threshold errors must be corrected or justified before returning the verification forms.

Some common reasons for threshold errors:

- The same ID number is assigned to more than one teacher.
- Two or more classes taught during the same period are reported separately instead of the enrollments being combined into one record.
- The same class is reported more than once.
- Too many minutes are reported for a class.
- A teacher has volunteered or is being paid to teach extra classes. In this case, note it on the report.

Threshold of 54,000 minutes is determined by the equation:

# of periods class meeting per day	X	length of each period in mins	X	# of days the class meets per week	X	# of weeks of instruction	= # of minutes taught per year
6 periods/day		50 minutes/period		5 days/week		36 weeks/year	= 54,000 minutes/year

The Non-Traditional Report is a listing of the gender enrollments for all the state-identified Non- Traditional courses taught within the division. It is sent with the yearlong verification forms for informational purposes only.

The Instructor Listing Report is a listing of all instructors for the division by school. It is imperative that all teachers' names are spelled correctly and that each teacher has a unique ID number so that all reports generated with this data are correct. Please review the **Data Integrity Analysis—Common Data Entry Errors** section on page 14 for assistance in correcting your submission.

If you submitted an ASCII text file, make all corrections in the ASCII file and re-submit through the SSWS (return to Phase IV-A). New verification reports will be generated and should be downloaded.

Phase VII. Finalize Submission

If you find no errors to correct in your SEDF report, you will need to finalize your submission. This is done from the Verification Report page. Once you have finalized your submission, you will not be able to make any further changes to your submission without first contacting DOE. DOE will unlock the system to allow you to re-submit your SEDF, ASCII, or make changes to your submission via the SSWS.

Reports Page

Steps:

1. When you mouse over the SEDF link in the menu bar on the left portion of the page, a drop-down menu will appear.

2. On the drop-down menu, click on Reports from the list of available options.

3. On the Web page, click the Show Report button to the right of the report name—Division Verification Report.

Verification Report Page

Steps:

1. On the Web page, select the school year from the School Year drop-down.

2. Click the Finish Submission button.

Phase VIII. Return Verification Form and Threshold Report

Once the Data Abnormalities Report is returned blank and the Instructor Listing Report is error-free, fax the signed original verification form and threshold justifications, if any, to the VDOE (804-371-2456) by the deadline printed on the Verification Form.

For the first semester, only the CTE Administrator will be required to sign the verification form. Both the CTE Administrator and the division superintendent will be required to sign the yearlong verification form, which will be e-mailed after the spring collection. Divisions that do not submit spring data will still receive yearlong verification forms in the spring.

Instructions for Teachers

The focus of this report is on each CTE class taught at a school and the demographics of each class. Use the following instructions to complete the SEDF report.

Compile your demographic data by Period.

Do not include student enrollment figures for any classes not listed in the Appendices of the 2005–2006 User's Manual.

Though most schools teach classes in 18-week (semester) or 36-week (yearlong) intervals, some teach in smaller 6-, 9-, or 12-week intervals. **Demographic data should be compiled by period per interval.**

Example:

A middle school teacher teaches course 8206 Exploring Family and Consumer Roles, Grade 7, six periods a day for 9 weeks. This teacher sees 12 different classes of students during the semester. Each class should be reported separately, so this teacher compiles 12 records for the SEDF report.

Actual vs. anticipated enrollment

If necessary, use anticipated enrollment for classes that meet for less than 18 weeks.

Example:

A 9-week session of course 8208 Exploring Family and Consumer Roles, Grade 8, starts in the beginning of the school year. Report the *actual* enrollment, since the class is in progress when the SEDF report is compiled. However, the second 9-week session of that class should be reported with the *anticipated* enrollment, since it has not started when the first-semester SEDF report is compiled.

Multiple courses taught in the same period

Use the following criteria when teaching more than one course during the same period.

- If the courses are sequential, report all students as if they were enrolled in the highest-level class.

  Example:

  An instructor teaches 13 Welding II (8673) students and 6 Welding III (8674) students in the same period. The SEDF form would show that the teacher has 19 students enrolled in Welding III.

- If the courses are not sequential but meet in the same time period, then report all students as if they were enrolled in the same class.

  Example:

  An instructor teaches 8 Air Conditioning & Refrigeration I (8503) students and 7 Electricity I (8533) students in the same period. The SEDF record would show that the teacher has 15 students in either Air Conditioning & Refrigeration I (8503) or Electricity I (8533) in the same period.

- If the courses are not sequential but meet in the same time period, **and** one of the courses is a state-identified non-traditional course, then report all students as if they were enrolled in the non-traditional course.

  Example:

  An instructor teaches 8 Financial Services Marketing (8180) students and 7 Real Estate Marketing (8150) students in the same period. The SEDF record would show that the teacher has 15 students in Financial Services Marketing (8180) in the same period.

Complete a division-approved form.

Complete **one** record for **each** period in which you are teaching a state-approved CTE course. All CTE courses are listed in Appendices A–H; do not report any unlisted courses. The number of records submitted should not exceed the number of instructional periods for each teacher, except as noted in the example under "Compile your demographic data for period."

Dual Enrollment

School divisions that have a dual-enrollment agreement with a community college may report the enrollment on this form.

- Make sure the same course code is used on each form to identify a single section.

- If the courses match up with an existing approved secondary course, use the existing course code.

- If the course cannot be identified with an existing secondary course (e.g., Accounting III), use the dual enrollment code for the appropriate program area. Use only one code per program area for SEDF reporting. Local divisions may develop a more complete coding system to distinguish among programs.

Note: Community College courses that are identified and reported as a completer sequence for a secondary program must meet federal and state regulations, including the standards for competency-based programs.

Field Descriptions

Each field described below is listed in the order in which it appears on the report, with the field name and the number of characters assigned to each entry.

Item 1: Semester

Identify the course as a first- (1) or second- (2) semester or yearlong (3) course. Only report yearlong courses once! Do not duplicate these courses on the spring report. If all courses are yearlong, then no report may be due in the spring. If you feel no report is due in the spring, please contact the CTE office to inform them that you intend to have no submission for spring.

Item 2: Teacher ID Number

Enter your locally developed, unique 5-digit identification number. This number should be unique to each instructor.

Course Information Section

Complete items 3 through 8 as they pertain to the class being reported.

Item 3: Division Number

Enter the 3-digit code for the school division. These codes are listed in Appendix I.

Item 4: School Code

Obtain the school code from the local coordinator. Do not use 9999.

Item 5: Course Code

Refer to Appendices A–H.

Do not use a course code designated for students identified as disadvantaged or students with disabilities unless the school division has received approval for the course and the type of funds to be used for reimbursement has been indicated on the approval.

Choose the course number that represents the curriculum being taught in the class. The course number reported here should coincide with the course number of the state-provided, industry-validated competency list required for the course.

Special Note for schools on a 4-by-4 schedule:

The course number may appear to conflict with Item 6: Course Length (wks).

Example:

A teacher in a school on a 4-by-4 schedule is teaching Introduction to Early Childhood Occupations one 90-minute period for 18 weeks. She is using the competency records for 8234 – Introduction to Early Childhood Occupations (36 wks) because the curriculum covers all the material for a yearlong class.

Code Item 5: 8234—Introduction to Early Childhood Occupations (36 wks)

Code Item 6: 18 weeks

Code Item 7: 1 period

Code Item 8: 90 minutes

Item 6: Course Length (wks)

Indicate the number of weeks (36, 18, 12, 9, or 6) this course meets during the school year.

Do not report classes taught for less than 6 weeks.

If the course meets for a length that is not designated, enter the value for the nearest number of weeks without exceeding the provided lengths.

Example:

As shown in Appendix F: 8444—Power & Transportation-18 weeks

    Actually taught: 8444—Power & Transportation-7 weeks

    Code Item 6: 7 weeks (on the Excel spreadsheet)

Item 7: # of Periods/Day

Enter the total number of class periods this class meets per day. Do not include periods in which co-op students are working at the job site.

The number of students released from school for cooperative education will be entered in Item 16.

Item 8: Period Length (Minutes)

Enter the length of each class period in minutes, including up to 5 minutes for time between periods.

For block schedules, compute average number of minutes spent teaching each module. Compute using a 5-day school week, and make separate calculations for each course.

Example 1 (block schedule meeting alternate days):

Students are enrolled in an approved CTE course for one 90-minute period every other day of each week for 36 weeks. To calculate the average number of minutes per day:

# of periods class meeting per day	X	length of each period in mins	X	# of days the class meets per week	
# of school days per week					= # of minutes to report on the SEDF report

1 x 90 x 2.5	=	225	= 45 minutes per day
5		5	

Report this class as:			
1. Semester	6. Course Length (wks)	7. # of Periods/Day	8. Period Length (minutes)
3	36	1	45

Example 2 (block schedules meeting every day):

Students are enrolled in an approved Career and Technical Education course for one 90-minute period five days per week during a semester.

1 x 90 x 5	=	450	= 90 minutes per day
5		5	

Report this class as:			
1. Semester	6. Course Length (wks)	7. # of Periods/Day	8. Period Length (minutes)
1 (or 2)	18	1	90

Special Note for Regional and Division Technical Centers:

If a block is greater than 99 minutes, divide the number of minutes by 2 and adjust the Number of Periods per day and the Course Length (Minutes) accordingly. Note: If the number of minutes does not divide evenly by 2, subtract one minute before dividing by 2.

Example:

Students are enrolled in 8022—Agricultural Business Fundamentals (III) which meets each day for 190 minutes (8:10 a.m.–11:20 a.m.)

Code Item 7: 2 periods

Code Item 8: 95 minutes

Demographic Enrollment Data Section

Items 9–15 refer to the students' ethnic or ancestral origin. Enter the total number of students in each category enrolled in this class, using the following definitions provided by the U.S. Department of Education. Make sure that the total enrollment reported in items 9–15 equals the total enrollment for each class.

Item 9: Unspecified Enrollment

This is a person who chooses not to indicate an ethnicity or whose ethnicity is unknown.

Item 10: Native American or Alaskan Native Enrollment

This is a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Item 11: Asian or Other Pacific Islander Enrollment

This is a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Item 12: Black or African American Enrollment

This is a person having origins in any of the black racial groups in Africa. Terms such as "Haitian" or "Negro" can be used in addition to Black or African American.

Item 13: Hispanic or Latino Enrollment

This is a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic" or "Latino."

Item 14: White Enrollment

This is a person having origins in any of the original peoples of Europe, the Middle East, or North East.

Item 15: Native Hawaiian or Other Pacific Islander Enrollment

This is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Item 16: Female Enrollment

Enter the number of female students enrolled in this class.

Item 17: Cooperative Education Enrollment

Enter the number of students released from school for cooperative education on-the-job training. These students should be reported as "co-op" by only one teacher-coordinator for each reporting period. **Teachers who are not the coordinator for the students should not report the students as "co-op."**

Where cooperative education is an **optional** method of instruction, if a coordinator is coordinating student(s) out of another class **within the same program area** (See new guidelines, 2002 Cooperative Education Handbook, pages 5–6, Supervision.), the coordinator counts all the cooperative education students on one of his/her SEDF course reports. Even if the number of co-op students reported on a coordinator's SEDF form exceeds the class total.

Example:

A coordinator has 20 students enrolled in a Computer Information Systems course (co-op is optional) and reports 13 black students, 1 Hispanic student, and 6 white students. The coordinator has 12 students using the cooperative method of instruction in that class and also coordinates 10 additional students from two other Business and Information Technology classes.

Code Item 17: 22 co-op students (12 + 10 = 22)

Teacher Information Section

Verify that the first and last names are spelled correctly and that the middle initial is the same in every instance for a particular teacher.

Item 18: Title

Enter the teacher's title here. Choose DR, MR, or MS.

This is an optional field but will help VDOE send more accurate mailings to the CTE teachers.

Item 19: Last Name

Enter the teacher's last name here.

Item 20: First Name

Enter the teacher's first name here.

Item 21: MI

Enter the first initial of the teacher's middle name here.

This is an optional field; if no middle initial is used, leave this field blank.

Item 22: Period (Section)

Enter the period/section number this course is being taught, 1–7.

Questions

Refer all questions to the local CTE administrator.

Data Integrity Analysis (ASCII Only)—Common Data Entry Errors

1. Blank cells cannot be provided in the SEDF submission. This will result in an Incorrect File Length error. If there is no data to provide for a given cell then enter 00 in the cell.

2. Section A Errors:

   School Year: Ensure you enter the beginning year of the school year in this field. For example, for the 2005–2006 school year enter 2005.

   Reporting Period: Enter F for fall and an S for spring. The SSWS will not accept your input if you fully spell out fall or spring.

   E-mail Address: Do not leave this cell blank. Enter your e-mail address in this field.

3. Section B Errors:

   Teacher ID—The Teacher Name assigned to Teacher ID that is provided in the ASCII text file must match *identically* the Teacher Name assigned to Teacher ID located on the Maintain Teacher Data page. Other than blank cells, the most common error in section B occurs with the Teacher ID. This error appears in both the spring and fall SEDF submission. Follow the steps in Phase III and EDIT teacher information to ensure the information contained on the Maintain Teacher Data page exactly matches the information in the ASCII text file.

SEDF ASCII Text File Format

PURPOSE	This layout is provided as a report format designed specifically for submission through the VDOE Single Sign-On for Web System (SSWS).
MEDIA TYPE	Data must be submitted via the Single Sign-On for Web System (SSWS). A User's Guide is available on the CTERS Web site.
OTHER INFORMATION	All data must be alphanumeric (A-Z, 0-9).
	Numeric fields will display leading zeros when necessary.
	Alpha characters must be UPPER CASE LETTERS.
	All data fields are required except Teacher Title and Middle Initial.

Header Records

(These are the first 7 rows in the text file. Without these rows in this precise order, your data cannot be read by the data loader.)

Row	Required Text	Contents
1	SENDERID=	Your division number
2	CREATEDATE=	mm/dd/yyyy
3	CREATETIME=	hh:mm:ss
4	EMAIL=	your e-mail address
5	~~	
6	DATATYPE=SEDF	
7	~	

"A" Record

(This is the 8th row of the text file. For the fall submission for Alleghany, the A record will look like this: ASEDF 2005003F).

File Descriptor Record

Position		Field		
First	Last	Length	Field Name	Contents
1	1	1	Record Type	Constant = A
2	9	8	Data Collection Name	Uppercase; constant = SEDF
10	14	4	Beginning School Year	Four-digit year for beginning of school
14	16	3	Division Number	Leading zeros must be included, i.e., 005
17	17	1	SEDF Reports Period Type	F= collected in Fall
				S= collected in Spring

"B" Record

(There will be one B record for every line of the SEDF report. A sample B record will look like this:

B100002000000004000000000506130MR   SMITH   JOHN   000000000008000000000001000000000002000000000003000000000004000000000005000000000006000000000007000000000009)

Course Section Information

Position First	Position Last	Field Length	Field Name	Contents
1	1	1	Record Type	Constant = B
2	2	1	Semester	1 = First Semester, 2 = Second Semester, 3 = Yearlong
3	7	5	Teacher ID Number	ID number of Teacher Leading zeros must be included, i.e., 00080
8	16	9	School Number	ID number of School Leading zeros must be included.
17	25	9	Course Number	Course Code
26	27	2	Course Length—weeks	Length of Course in Weeks Leading zeros must be included.
28	28	1	Number of Periods per Day	Number of periods per day course is taught
29	30	2	Period Length in Minutes	Length of Period in minutes
31	40	10	Title/Name Prefix	Teacher's title (MR. MS. DR.) Use spaces to maintain the field length.
41	60	20	Teacher Last Name	Teacher's Last Name Use spaces to maintain the field length.
61	80	20	Teacher First Init	Teacher's First Initial Use spaces to maintain the field length.
81	81	1	Teacher Middle Init	Teacher's Middle Initial Use spaces to maintain the field length.
82	93	12	Female Count	Number of Females reported for Course Code Leading zeros must be included.
94	105	12	Unspecified Count	Number of Race Unspecified reported for Course Code. Leading zeros must be included.
106	117	12	American Indian Count	Number of Am. Indians reported for Course Code Leading zeros must be included.
118	129	12	Asian Count	Number of Asians reported for Course Code Leading zeros must be included.
130	141	12	Black Count	Number of Blacks reported for Course Code Leading zeros must be included.
142	153	12	Hispanic Count	Number of Hispanics reported for Course Code Leading zeros must be included.
154	165	12	White Count	Number of Whites reported for Course Code Leading zeros must be included.
166	177	12	Hawaiian Count	Number of Hawaiians reported for Course Code Leading zeros must be included.
178	189	12	Co-Op Count	Number of Co-Op reported for Course Code Leading zeros must be included.
190	191	1	Period Number	Period Number for which the instance of instruction is being reported.

"Z" Record

(This row immediately follows the last B record.)

Trailer Record

Position	Position	Field		
First	**Last**	**Length**	**Field Name**	**Details**
1	5	5	Record Type	Constant = ZZZZZ

Record Count Record

(This row immediately follows the Z record. A sample would look like this: RECORDCOUNT=1256.)

Row	Required Text	Contents
last	RECORDCOUNT=	The number of A records, B records and Z records in this file.

Secondary Student Enrollment Report CTERS2—Instruction for Completion

General Information

The Career and Technical Secondary Student Enrollment Report (CTERS2) collects enrollment information for secondary students (grades 9–12) participating in CTE programs. The collected information provides the unduplicated demographic data required by the federal government. An electronic division report is available on the Career and Technical Education Services Web site: http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters.

Special Data Considerations

Note the following information when completing the Secondary Student Enrollment Report (CTERS2). Despite how your division reported data in the past, please use the following guidelines when completing it for the 2005–2006 school year.

- A school year is defined as July 1 through June 30 (The Carl D. Perkins Vocational and Technical Education Act of 1990 [§400.4]).

- Students who are enrolled in a local school but attend a regional CTE center shall be reported in the Secondary Student Enrollment Report (CTERS2) submitted by the school division where they are enrolled. **Regional CTE centers do not submit a CTERS2 report.**

- Postgraduate students should not be included in this count.

Data Collection Sequence

The division coordinator uses the school data to prepare the Division Report that is submitted to VDOE by **June 30, 2006**.

Phase I. Collect Data

Collect the data within the division. Use one of the following reporting options:

MS Excel Template

Using the CTERS2 worksheets, teachers submit their data to the school coordinator, who compiles the school data for the division coordinator. **Note:** Some school divisions hold round-table discussions by program area to determine where each student should be counted.

All the data is typed into the Excel template.

ASCII Text File

For larger school divisions, it may be more efficient to extract all the demographic data from the school/division database.

Phase II. Submit Data

When data is collected using the MS Excel template or the ASCII text file, all data must be submitted electronically. You do not need to print, sign and fax the report. The date, CTE Administrator's Name, and Division Number are to be typed on the Excel Spreadsheet. The file may be e-mailed to the Data Management Specialist (cters@doe.virginia.gov) at the Office of Career and Technical Education Services. Name the file Division Number and file extension, i.e., 030.xls or 030.txt. Regardless of how few records are submitted, no paper forms or faxed copies of CTERS2 data will be accepted.

Phase III. Receive Error Reports

Once the Secondary Student Enrollment Report (CTERS2) data is processed at VDOE, if errors exist an error report in Adobe PDF format will be sent to the CTE Administrator.

Phase IV. Correct and Resubmit the Data

Upon receipt of the error report, correct any errors directly on the CTERS2 spreadsheets or to the ASCII file.

E-mail the corrected data, Excel file or ASCII file, to the Data Management Specialist (cters@doe.virginia.gov) at the Office of Career and Technical Education Services.

Phase V. Return Verification Form

Once all the errors are corrected, a final CTERS2 Report and a Verification Form in Adobe PDF format will be e-mailed to the CTE Administrator. The Verification Form must be printed, signed, and faxed to the VDOE (804-371-2456) by the deadline printed on the e-mail.

Instructions for Teachers and Coordinators

❖ **Tech Prep**

The Secondary Student Enrollment Report is divided into two components. Enrollments for all students enrolled in CTE courses will be compiled in the first portion of the report. The second portion will contain data only for those students enrolled in CTE who are also participating in the secondary component of Tech Prep. Though the two parts of this report look exactly the same, verify that the correct population is reported before submitting this report.

❖ **Career Families**

Federal reporting procedures require students enrolled in CTE courses to be reported by career family. To assist teachers in determining the appropriate career family for each student, additional information has been added to the appendices of this manual.

❖ **Unduplicated Enrollments**

Even though a student may be enrolled in more than one CTE program during the school year, the student should be reported only once on this report. Report a student in the career family that matches his or her primary career objective. The total number of students enrolled in CTE should not exceed the total enrollment of grades 9–12. If a locality provides courses for high school credit at the middle school level, this enrollment should be reported.

It is imperative that the sum of the Genders equals the sum of the Ethnicities. The Division Report has been designed to help ensure that these sums are equivalent.

A. Gender

B. Ethnicity

- **Unspecified Enrollment**

This is a person who chooses not to indicate an ethnicity or whose ethnicity is unknown.

- **Native American or Alaskan Native Enrollment**

This is a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

- **Asian Enrollment**

This is a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

- **Black or African American Enrollment**

This is a person having origins in any of the black racial groups in Africa. Terms such as "Haitian" or "Negro" can be used in addition to Black or African American.

- **Hispanic or Latino Enrollment**

This is a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic" or "Latino."

- **White Enrollment**

This is a person having origins in any of the original peoples of Europe, the Middle East, or North East.

- **Native Hawaiian or Other Pacific Islander**

This is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

C. Student Classifications

Students can be identified in as many categories as applicable. Please use the following definitions to determine which categories apply to each student:

- **Individual with a disability**:

The term "individual with a disability" refers to an individual with any disability (as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102) [sec. 3(14)].

- **Individual with limited English proficiency:**

The term "individual with limited English proficiency" refers to a secondary school student, an adult, or an out-of-school youth who has limited ability in speaking, reading, writing, or understanding the English language, and

(A) whose native language is a language other than English; or

(B) who lives in a family or community environment in which a language other than English is the dominant language [sec. 3(13)].

- **Economically disadvantaged:**

The term "economically disadvantaged" refers to individuals from economically disadvantaged families, including foster children [sec. 3(23)].

- **Non-traditional training and employment:**

The term "non-traditional training and employment" refers to occupations or fields of work, including careers in computer science, technology, and other emerging high-skill occupations, for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work [sec. 3(17)]. Because our nation's labor force is increasingly mobile and the labor market internationally competitive, the Department of Education/Labor encourages states to use national employment statistics to identify non-traditional occupations. However, states may use state data on employment to identify non-traditional occupations if it improves targeting of educational improvement activities for non-traditional employment and service to students enrolled in those programs. You may get additional information on employment statistics and non-traditional occupations from the National Occupational Information Coordinating Committee, State Occupational Information Coordinating Committees, or the Bureau of Labor Statistics of the U.S. Department of Labor (BLS) [OVAE Program Memorandum #2006].

- **Single parents:**

The term "single parents" includes single pregnant women [sec. 3(23)].

- **Displaced homemaker:**

The term "displaced homemaker" refers to an individual who

a. has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills;

b. has been dependent on the income of another family member but is no longer supported by that income; or

c. is a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under this title; and

d. is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment [sec. 3(7)].

- **No Special Population:**

Choose this field if the student cannot be identified as a member of any of the preceding Special Populations.

Note: You may legitimately have no students that fall into this category, but the most common error in completing the CTERS2 worksheet is a neglect to provide data for a cell in the NO Special Population column when data should have been provided. This field is commonly overlooked by those completing the worksheet.

Data Integrity Analysis—Common Data Entry Errors

1. Enrollment totals for Gender and Ethnicity must equal.

2. Career and Technical Enrollment totals should not surpass Secondary Education Enrollment totals for the division. Enrollment totals for the division are collected by the VDOE Information Technology Department in the form of the Fall Membership Report. A division total enrollment for grades 9–12 is usually more than the Enrollment totals for Gender/Ethnicity on the CTERS2 report. It is possible, however uncommon, for the Enrollment totals for Gender/Ethnicity on the CTERS2 report to be greater than the Fall Membership Report total. This may occur when middle school enrollment is reported for a locality that provides courses for high school credit at the middle school level. Although not common, it is possible for the sum of middle school enrollment, meeting the criteria, and high school enrollment to be greater than the Fall Membership Report total for grades 9–12.

   Example:

Line	Error	Field Error Description
130	Gender Count	Gender Count Total (786) exceeds to Fall Membership Count Total (657). If Gender Count Total included middle school students enrolled in high school, your submission may be correct.

   Correction: Check your enrollment totals for accuracy. If your totals are accurate due to including middle school enrollment of students taking high school credit courses, contact the Data Specialist for the VDOE's CTE office. The Data Specialist will be able to process your data submission in spite of the error, provided your submission is accurate.

3. Enrollment totals for Student Classifications must be greater than or equal to the Gender/Ethnicity totals. A student may fall into multiple classifications, so it is common to have enrollment totals for student classifications that are greater than the Gender/Ethnicity totals. Enrollment totals for student classifications will always be at least equal to the Gender/Ethnicity totals. The NO Special Population classification exists for the purpose of ensuring that all students be placed in a classification to be counted.

   Example:

Line	Error	Field Error Description
121	Student Classification Counts	Arts/Audio/Video Tech. & Comm. Student Classification Count Total (21) is less than Gender Count Total (23) Business, Management and Administration Student

   Note: The most common error occurs when no data is provided for a cell in the NO Special Population column.

   Correction: Subtract Student Classification Count Total (21) from Gender Count Total (23) to get a difference of 2. In the CTERS2 workbook with appropriate sheet, locate the cell in the NO Special Population column that intersects the Business, Management and Administration Student row (K8). Add the difference of 2 to the value located in the intersection cell (K8). To check yourself you may add up all cells in the Business, Management and Administration Student row that fall under a student classification to ensure that the sum obtained is greater than or equal to the Gender Count Total (23).

4. Tech Prep is a subset of the total student population enrolled in CTE courses, so enrollment totals on the Tech Prep sheet cannot exceed enrollment totals on the total student population sheet.

   Example:

Line	Error	Field Error Description
224	Tech. Prep. Count	Tech. Prep. Count-Finance-Single Parents (13) is greater than Regular Count for same criteria.

   Correction: In the CTERS2 workbook with the Career and Technical Education sheet, locate the cell in the Single Parents column that intersects the Finance row (O10). With the Tech Prep sheet, locate the cell in the Single Parents column that intersects the Finance row (O10). The number in cell O10 on the Tech Prep sheet, 13, must be less than or equal to the number in cell O10 on the Career and Technical Education sheet. If the Tech Prep figure is incorrect then reduce the number 13 to meet the criteria. If not, increase the number in cell O10 on the Career and Technical Education sheet to meet or exceed 13.

5. The NO Special Population classification exists for the purpose of ensuring that all students be placed in a classification to be counted. The maximum student count that can exist per special population is equal to the difference between the Gender Count Total minus the No Special Population Count Total.

    Example:

Line	Error	Field Error Description
514	Student Classification	Information Technology- Student Counts Class. Economically Disadvantaged + No Special Population Count Total (1115) is greater than Gender Count Total (988).

    Correction: In the CTERS2 workbook with appropriate sheet, locate the cell in the NO Special Population column that intersects the Information Technology Student row (K15). In this example, the value in cell K15 is 924 for No Special Population. Subtract No Special Population (924) from Gender Count Total for Information Technology (988) to get a difference of 64. This indicates that the maximum student count that may exist per special population is 64. In the CTERS2 workbook with appropriate sheet, locate the cell in the Economically Disadvantaged column that intersects the Information Technology Student row (N15). In this example, the value in cell N15 is 191 for Economically Disadvantaged. (1115 – 924 = 191) The Economically Disadvantaged student count of 191 is greater than 64, the maximum student count allowed per special population, by 127. This is the root cause of the error! TO CORRECT—either increase the No Special Population count by 127 (924+127) to 1051 OR decrease the Economically Disadvantaged count to 64 (191-127).

CTERS2 Worksheets
Secondary (Grades 9–12) Career and Technical Education Enrollment
2005–2006 School Year

Career Family	Unduplicated Enrollments														
	Gender		Ethnicity							Student Classifications					
	Male	Female	Unspecified	American Indian or Alaskan Native	Asian	Black or African American	Hispanic or Latino	White	Native Hawaiian or Other Pacific Islander	**NO** Special Population	Disabled	Limited English Proficient	Economically Disadvantaged	Single Parents	Displaced Homemakers	Non-Traditional
Agriculture, Food, and Natural Resources															
Architecture and Construction															
Arts, Audio-Video Technology, and Communications															
Business, Management, and Administration															
Education and Training															
Finance															
Government and Public Administration															
Health Science															
Hospitality and Tourism															
Human Services															
Information Technology															
Law, Public Safety, Corrections and Security															
Manufacturing															
Marketing, Sales, and Service															
Science, Technology, Engineering, and Mathematics															
Transportation, Distribution, and Logistics															
GRAND TOTAL															

ENROLLMENT TOTALS		
	Gender	Ethnicity

Date   **Career and Technical Education Administrator**   Division Number

Revised 8/1/2005   CTERS2

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Career Family	Unduplicated Enrollments															
	Gender		Ethnicity							Student Classifications						
	Male	Female	Unspecified	American Indian or Alaskan Native	Asian	Black or African American	Hispanic or Latino	White	Native Hawaiian or Other Pacific Islander	**NO** Special Population	Disabled	Limited English Proficient	Economically Disadvantaged	Single Parents	Displaced Homemakers	Non-Traditional
Agriculture, Food, and Natural Resources																
Architecture and Construction																
Arts, Audio-Video Technology, and Communications																
Business, Management, and Administration																
Education and Training																
Finance																
Government and Public Administration																
Health Science																
Hospitality and Tourism																
Human Services																
Information Technology																
Law, Public Safety, Corrections and Security																
Manufacturing																
Marketing, Sales, and Service																
Science, Technology, Engineering, and Mathematics																
Transportation, Distribution, and Logistics																
GRAND TOTAL																

ENROLLMENT TOTALS		
	Gender	Ethnicity

Date   **Career and Technical Education Administrator**   Division Number

Revised 8/1/2005   CTERS2

CTERS2 ASCII Text File Format

PURPOSE	This layout is provided for school divisions who choose to extract the Secondary Student Enrollment data from the division/school database.
DATA TYPE	The file must be an **ASCII text file** (no delimiters or special codes). A carriage return/line feed must be at the end of each record.
FILE NAME	Name the file ***.txt. Substitute your division number for the asterisks: (e.g., the Secondary Student Enrollment Report for York County Public Schools will be named 098.txt) **DO NOT NAME YOUR EXCEL SPREADSHEET IN THIS FASHION BUT ONLY THE ASCII TEXT FILE!**
MEDIA TYPE	Data may be submitted electronically as an e-mail attachment to: Data Management Specialist Office of Career and Technical Education Services Virginia Department of Education P.O. Box 2120 Richmond, Virginia 23218-2120 cters@doe.virginia.gov
OTHER INFORMATION	All data must be alphanumeric (A-Z, 0-9). Numeric field must contain leading zeros. Alpha characters must be UPPER CASE LETTERS.

"A" Record				
Header Record				
Beginning Position	**Ending Position**	**Length**	**Field Name**	**Contents**
1	1	1	Record Type	Constant = A
2	9	8	Data Collection Name	Constant = CTERS2
10	15	4	Beginning School Year	Four digit year for the beginning of school
14	16	3	Division Number	Leading zeros must be included.

"B" Record

Gender Information

Beginning Position	Ending Position	Length	Field Name	Contents
1	1	1	Record Type	Constant = B
2	2	1	Tech Prep Indicator	N = CTE, Y = Tech Prep
3	11	9	Career Family ID	Leading zeros must be included. 1 = Agriculture, Food, and Natural Resources 2 = Architecture and Construction 3 = Arts, Audio/Video Tech, and Communications 4 = Business, Management, and Administration 5 = Education and Training 6 = Finance 7 = Government and Public Administration 8 = Health Science 9 = Hospitality and Tourism 10 = Human Services 11 = Information Technology 12 = Law, Public Safety, Corrections and Security 13 = Manufacturing 14 = Marketing, Sales, and Service 15 = Science, Technology, Engineering, and Mathematics 16 = Transportation, Distribution, and Logistics
12	12	1	Gender	M = Male, F = Female
13	24	12	Count	Number of Gender reported for Career Family, Leading zeros must be included.

"C" Record

Ethnic Information

Beginning Position	Ending Position	Length	Field Name	Contents
1	1	1	Record Type	Constant = C
2	2	1	Tech Prep Indicator	N = CTE, Y = Tech Prep
3	11	9	Career Family ID	Leading zeros must be included. See "B" Record.
12	20	9	Race ID	Leading zeros must be included. 0 = Unspecified 1 = American Indian or Alaskan Native 2 = Asian 3 = Black (not of Hispanic origin) 4 = Hispanic 5 = White (not of Hispanic origin) 6 = Native Hawaiian or Other Pacific Islander
21	32	12	Count	Number of Race reported for Career Family, Leading zeros must be included.

"D" Record

Student Classification Information

Beginning Position	Ending Position	Length	Field Name	Contents
1	1	1	Record Type	Constant = D
2	2	1	Tech Prep Indicator	N = CTE, Y = Tech Prep
3	11	9	Career Family ID	Leading zeros must be included. See "B" Record.
12	20	9	Classification ID	Leading zeros must be included. 1 = Disabled 2 = Limited English Proficient 3 = Economically Disadvantaged 4 = Non-Traditional 5 = Single Parents 6 = Displaced Homemaker 7 = none
21	32	12	Count	Number of Classification reported for Career Family Leading zeros must be included.

		"Z" Record		
		Trailer Record		
Beginning Position	**Ending Position**	**Length**	**Field Name**	**Contents**
1	5	5	Record Type	Constant = ZZZZZ

Completer Demographics Report (CDR) Instructions for Completion

General Information

The Completer Demographics Report (CDR) collects contact information and demographic data on each Career and Technical Education completer. It is used to

- ascertain the number of completers,
- calculate the performance for Occupational Competence, Diploma/Credential, Secondary Completion, and Non-Traditional Career Preparation Completion,
- make contact with completers during the annual follow-up survey.

The Completer Demographics Report (CDR) collection is a multi-phase process. All five phases are outlined below.

Phase I. Collect Data

Collect the data within the division. Use one of the following reporting options:

MS Excel Template

Generally, when choosing this option, the teachers provide the demographic data by completer. All the data is typed into the Excel template.

ASCII Text File

For larger school divisions, it may be more efficient to extract all the demographic data from the school/division database.

Phase II. Submit Data

When data is collected using the MS Excel template or the ASCII text file, all data must be submitted electronically. The file may be e-mailed to the Data Management Specialist (cters@doe.virginia.gov) at the Office of Career and Technical Education Services. Name the file "demo" + Division Number, i.e., demo030. Regardless of how few records are submitted, no paper forms or faxed copies of Completer Demographic data will be accepted.

Phase III. Receive Verification Reports

Once the Completer Demographics data is processed at VDOE, a color-coded Completer Listing Report is e-mailed to the CTE administrator for review.

Phase IV. Correct and Resubmit the Data

Upon receipt of the Completer Listing Report, verify all the data is correct. Correct any errors directly on the spreadsheets. It is imperative that all the data is correct, as this is the last error check before the follow-up survey starts next spring.

E-mail the corrected data to the Data Management Specialist (cters@doe.virginia.gov) at the Office of Career and Technical Education Services.

Phase V. Return Verification Form

Once all the errors are corrected, a final Completer Listing Report and the Verification Form will be e-mailed to the CTE Administrator. The Verification Form must be printed, signed, and faxed to the VDOE (804-371-2456) by the deadline printed on the e-mail.

Instructions for Teachers and Coordinators

The focus of this report is on each Career and Technical Education Completer. Use the following instructions to complete this demographics collection.

Compile your demographic data for each completer.

Only include **senior students** who have met the Career and Technical Education requirement for program completion. ***Do not include underclassman or adult completers.***

Definition of a Completer*: A Career and Technical Education completer is a student who has met the requirements for a career and technical concentration or specialization and all requirements for high school graduation or an approved alternative education program.*

Refer to the *Administrative Planning Guide for 2005-2006* (available at http://www.doe.virginia.gov/VDOE/Instruction/CTE/apg/) to determine whether a student has finished the CTE requirement for completion.

A student-level form is available for the completers. It also contains a School/Division Information section designed to record sensitive data confidentially.

Student who completes more than one program

Only count each completer once, regardless of the number of programs that student has completed. If the student completes more than one program, choose the program that best represents the student's primary career interest.

1. **Students who complete a program(s) at local or regional centers**

   Completers should be counted where the program was taught.

   Example:

   A student at Buffalo Gap High (Augusta County) is attending Valley Vocational-Technical Center and is enrolled in the Brick Masonry program. There, the student completes the Brick Masonry program. Valley Vocational-Technical Center will count this student on the Completer Demographics Report.

Special Note for students who complete programs at both a center and a school:

Count each completer once, regardless of the number of programs that student has completed. Choose the program that best represents the student's primary career interest and then choose the school that teaches that program.

Example:

A student at Alleghany High (Alleghany County) has completed a Technical Design and Illustration program. This student has also completed Computer Systems Technology at Jackson River Technical Center. When asked, the student indicated that he is interested in pursuing a career in Architectural Drawing. Alleghany County should count this student because he completed the program most closely aligned to his career objectives there.

Field descriptions

Each field described below is listed in the order it appears on the report with the field name.

Completer Information Section

Complete items 2 through 14 as they pertain to the completer.

Item 1: Division Number (Required)

Enter the 3-digit code for the division or regional center where the student *completed* the CTE program. These codes are listed in Appendix I.

Item 2: Local Student ID (Optional)

Enter the Local Student ID number.

This number can be used by the division to assist in the 2006 Follow-up of the 2005 Completers.

Item 3: First Name (Required)

Enter the completer's first name. Use either the student's formal name or common name.

This information will be used by the division to assist in the 2006 Follow-Up of the 2005 Completers and will be used by VDOE to conduct the 2006 Employer Follow-Up.

Item 4: Middle Initial/Name (Optional)

Enter the completer's middle name or the first initial of the completer's middle name.

Item 5: Last Name (Required)

Enter the completer's last name.

This information will be used by the division to assist in the 2006 Follow-Up of the 2005 Completers and will be used by VDOE to conduct the 2006 Employer Follow-Up.

Item 6: Mailing Address (Optional)

Enter the completer's house number and street or post office box.

This information is not required if the division will not use mail as a means for conducting the 2006 Follow-Up of the 2005 Completers. **Note:** The division takes full responsibility for contacting each completer whether mailing information was collected or not.

Item 7: City (Optional)

Enter the city for the completer's mailing address.

This information is not required if the division will not use mail as a means for conducting the 2006 Follow-up of the 2005 Completers. **Note:** Even if mailing information was not collected, the division takes full responsibility for contacting each completer.

Item 8: State (Optional)

Enter the state for the completer's mailing address.

This information is not required if the division will not use mail as a means for conducting the 2006 Follow-up of the 2005 Completers. **Note:** Even if mailing information was not collected, the division takes full responsibility for contacting each completer.

Item 9: Zip Code (Optional)

Enter the zip code for the completer's mailing address.

This information is not required if the division will not use mail as a means for conducting the 2006 Follow-up of the 2005 Completers. **Note:** Even if mailing information was not collected, the division takes full responsibility for contacting each completer.

Item 10: Birth Date (Required)

Enter the completer's birth date. Use the format mm/dd/yyyy.

This information will be used by VDOE to conduct a 5-year follow-up of the 2005 Completers.

Item 11: Telephone Number (Required)

Enter the completer's telephone number. This telephone number can be any telephone number where the completer will be able to be contacted in the spring of 2006. Use the format (xxx) xxx-xxxx.

Item 12: E-mail Address (Optional)

Enter an e-mail address for the completer.

This information is not required if the division will not use e-mail as a means for conducting the 2006 Follow-Up of the 2005 Completers. **Note:** Even if e-mail information was not collected, the division takes full responsibility for contacting each completer.

Item 13: Gender (Required)

Enter "F" for female or "M" for male.

Item 14: Ethnicity (Required)

Enter the code of the corresponding ethnicity of the completer:

    0 = Unspecified

    1 = American Indian or Alaskan Native

    2 = Asian

    3 = Black (not of Hispanic origin)

    4 = Hispanic or Latino

    5 = White (not of Hispanic origin)

    6 = Native Hawaiian or Other Pacific Islander

Program Information Section

Complete items 15 through 24 as they pertain to the program the student completed and/or participated in while in high school.

Item 15: Tech Prep Completer (Required)

Enter "Y" for yes or "N" for no.

A Tech Prep Program Completer is a Career and Technical Education Program Completer who has also finished the Secondary Component of a Tech Prep Program.

Item 16: Program Code (Required)

Enter the 4-digit code of the program completed by the student. Refer to Appendix J for a complete listing. **Note:** The Program Codes are *not* the same as the course codes. Please refer to the complete listing in the appendix.

Item 17: School Code (Required)

Enter the 4-digit code for the school where the student *completed* the CTE program. Obtain the school number from the local coordinator. Do not use 9999.

Item 18: Teacher Name (Optional)

If provided, any information is accepted (e.g., Smith, Mr. Smith, J. Smith, 77863).

This information could be helpful to the division in conducting the 2006 Follow-up of the 2005 Completers.

Item 19: Advanced Placement (Required)

Enter "Y" for yes or "N" for no.

Only consider Career and Technical Education courses taken for advanced placement. Do not include academic or other elective courses here.

Item 20: Apprenticeship (not co-op) (Required)

Enter "Y" for yes or "N" for no.

Consider only students who participated in a training program registered with the Virginia Department of Labor and Industry, Apprenticeship Division, in accordance with the Act of August 16, 1937, known as the National Apprenticeship Act. The Act contains all terms and conditions for the qualification, recruitment, selection, employment, and training of apprentices.

1. The program is conducted or sponsored by an employer, a group of employers, or a joint apprenticeship committee representing both employers and a union.

2. The program must provide both on-the-job training and related instruction.

Item 21: Co-operative Education (Required)

Enter "Y" for yes or "N" for no.

Both state- and locally-approved courses using the co-operative education method can be included.

Item 22: Dual Enrollment (Required)

Enter "Y" for yes or "N" for no.

Include only Career and Technical Education courses taken at a community college or other institution. Do not include academic or other elective courses here.

Item 23: Mentoring (Required)

Enter "Y" for yes or "N" for no.

Include only students who participated in school-sponsored programs that provided beginning exploration or orientation to experience opportunities.

Item 24: Practical Work Experience (Required)

Enter "Y" for yes or "N" for no.

Include only students who participated in school-sponsored programs that provided practical applications or internship experiences in the area of occupational preparation.

School/Division Information Section

THIS IS SCHOOL/DIVISION SUPPLIED INFORMATION ONLY. DO NOT ASK THE STUDENTS FOR THIS INFORMATION. Complete items 25 through 34 as they pertain to the completer.

Items 25–30: Special Populations (Required)

Choose as many as apply. On the student form, bubble each appropriate code. On the Excel template, enter "Y" for yes or "N" for no for each item.

   1 = Disabled

   2 = Limited English Proficient

   3 = Economically Disadvantaged

   4 = Single Parent

   5 = Displaced Homemaker

   6 = Non-Traditional

Item 31: Competency Attainment (Required)

If the completer has attained 80% of the competencies on the state-provided competency lists, enter "*A"* for yes or "*B"* for no. A list may be obtained through the CTE Resource Center (804-673-3778) or online at http://www.cteresource.org under the "Task Lists & SCRs" menu tab.

Item 32: Diploma Seal Information (Required)

Enter the code of the corresponding Diploma Seal Information:

   E = Career and Technical Seal *only*

   F = Advanced Mathematics and Technology Seal *only*

   G = *Both* the Career and Technical Seal **and** the Advanced Mathematics and Technology Seal

   H = none of the above

Item 33: Division Number [Graduating] (Required)

Enter the 3-digit code for the division or regional center where the student *graduated.* These codes are listed in Appendix I.

Item 34: School Code [Graduating] (Required)

Enter the 4-digit code for the school where the student graduated. Obtain the school number from the local coordinator. Do not use 9999.

Item 35: Testing Identifier (Required)

Enter the 10-digit Unique Testing Identifier Provided by EIMS.

Additional Information Section

Enter additional:

   Telephone numbers,

   Areas of Completion, or

   Teachers who know the student

Retain this information for local purposes only. Do not submit additional information to VDOE.

Data Integrity Analysis: Common Data Entry Errors

1. Data is provided for non-senior completers and senior completers that did not graduate. Date of Birth is analyzed to determine if data is provided for an adult only. There is no method of analysis to determine if data provided is for an underclassmen or a senior completer that did not graduate. Data integrity is the responsibility of the division. You will have to follow up on all completers you submit, so it is paramount that only students meeting the guidelines as a completer are provided.

2. Phone Number does not contain the Area Code or is left blank. If no phone number is available place an "N/A" in the field for phone number.

3. The template cannot be processed if columns have been deleted or hidden in the worksheet. Do not delete any column, including optional columns, from the Excel spreadsheet you submit. It will be sent back to you and will not be accepted until the spreadsheet is in the same format as the template.

4. School Code, column Q, must contain the School Number of the student's program completion. This is especially a problem with Tech Centers and Regional Centers as they often provide the School Code of the high school from which the completer graduated. If the division number provided in the Division Code column (A) is 308, then the school number for completion is 120.

5. Division Code (Graduating) and School Code (Graduating) provided cannot be those of a Tech Center or Regional Center. Students may complete but do not receive a high school diploma from a Tech Center or Regional Center.

6. Program Code, column P, does not match the Program Codes for Completer Demographics Report (CDR) located as Appendix J in this manual. State Course Codes are often provided in lieu of approved Program Codes.

7. Completers can only be a Non-Traditional completer if they are of non-traditional gender assigned to the Program Code provided. The program code provided in column P must appear in the Non-Traditional Courses located as Appendix K in this manual and the completer must be of the same gender listed.

8. Duplicates—a student may only be reported once. If the student completed two programs, it is advisable to report the program that best fits the student's career objective. However, if the completer is a non-traditional completer in one program and not the other, then the program where the completer is non-traditional should be reported.

PURPOSE	This layout is provided as a report format for those divisions who will type all Completer Demographic records.
LOCATION	The student form and the Excel template can be found on the Office of Career and Technical Education Services Web site. The address is: http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters
FILE NAME	Name the file demo***.xls. Substitute your division number for the asterisks: (e.g., The Completer Demographics Report CDR for Westmoreland will be named demo095.xls.)
MEDIA TYPE	Data may be submitted electronically as an e-mail attachment to: Data Management Specialist Office of Career and Technical Education Services Virginia Department of Education P.O. Box 2120 Richmond, Virginia 23218-2120 cters@doe.virginia.gov
OTHER INFORMATION	All data must be alphanumeric (A-Z, 0-9). Numeric fields will display leading zeros when necessary. Alpha characters must be UPPER CASE LETTERS.

Student Information

Local Student ID	First Name	M. I.	Last Name

Address	Date of Birth

City	State	Zip	Telephone Number

E-mail Address	Testing Identifier

Gender
- O Male
- O Female

Ethnicity
- O Unspecified
- O American Indian or Alaskan Native
- O Asian
- O Black (not of Hispanic origin)
- O Hispanic or Latino
- O White (not of Hispanic origin)
- O Native Hawaiian or Other Pacific Islander

Program Information

Are you a Tech Prep Program Completer?

- O Yes
- O No

Program Code: _____ (see reverse side)

School: _____

Teacher's Name: _____

Are/were you enrolled in any of the following? (Select all that apply)

- ☐ Advanced Placement
- ☐ Co-operative Education
- ☐ Mentoring
- ☐ Apprenticeship (not co-op)
- ☐ Dual Enrollment
- ☐ Practical Work Experience

School/Division Information

O 1	O A	O E	Graduating Division:
O 2	O B	O F	
O 3		O G	
O 4		O H	Graduating School:
O 5			
O 6			

Additional Information

Revised 8/31/2005

CDR Microsoft Excel Template Sample

Division	Local Student ID	First Name	Middle Initial	Last Name	Address	City	State	Zip	Date of Birth	Telephone Number	Email Address	Gender Code	Ethnic Code	Tech Prep	Program Code	School Code	Teacher Name	Advanced Placement	Apprenticeship	Co-operative Education	Dual Enrollment	Mentoring	Practical Work Experience	Disabled	Limited English Proficiency	Economically Disadvantaged	Single Parent	Displaced Homemakers	Non-Traditional	Competency Attainment Code	Diploma Seal Code	Division Code [Graduating]	School Code [Graduating]	Testing Identifier

Sample

CDR ASCII Text File Format Specification

PURPOSE	This layout is provided for School Divisions who choose to extract the Completer Demographic data from the division/school database.
DATA TYPE	The file must be a tab-delimited sequential ASCII text file (no delimiters or special codes). A carriage return/line feed must be at the end of each record.
FILE NAME	Name the file demo***.txt. Substitute your division number for the asterisks: (e.g., The Completer Demographics Report CDR for Westmoreland County Public Schools will be named demo095.txt.)
MEDIA TYPE	Data may be submitted electronically as an e-mail attachment to: Data Management Specialist Office of Career and Technical Education Services Virginia Department of Education P.O. Box 2120 Richmond, Virginia 23218-2120 cters@doe.virginia.gov
OTHER INFORMATION	All data must be alphanumeric (A-Z, 0-9). Numeric field must contain leading zeros. Alpha characters must be UPPER CASE LETTERS.

Explanation	Data Type	Format
Item 1: Division Number	Numeric	Three-digit code
Item 2: Local Student ID	Alpha	
Item 3: First Name	Alpha	
Item 4: Middle Initial	Alpha	
Item 5: Last Name	Alpha	
Item 6: Address	Alpha	
Item 7: City	Alpha	
Item 8: State Abbreviation	Alpha	
Item 9: Zip Code	Numeric	
Item 10: Birth Date	Alpha	mm/dd/yyyy
Item 11: Telephone Number	Alpha	(xxx) xxx-xxxx
Item 12: E-mail Address	Alpha	
Item 13: Gender	Alpha	**F** or **M**
Item 14: Ethnicity	Alpha	Single-digit code
Item 15: Tech Prep Completer	Alpha	**Y** or **N**
Item 16: Program Code	Numeric	Four-digit code
Item 17: School Code	Numeric	Four-digit code
Item 18: Teacher Name	Alpha	
Item 19: Advanced Placement	Alpha	**Y** or **N**
Item 20: Apprenticeship (not co-op)	Alpha	**Y** or **N**
Item 21: Cooperative Education	Alpha	**Y** or **N**
Item 22: Dual Enrollment	Alpha	**Y** or **N**
Item 23: Mentoring	Alpha	**Y** or **N**
Item 24: Practical Work Experience	Alpha	**Y** or **N**
Item 25: Disabled	Alpha	**Y** or **N**
Item 26: Limited English Proficient	Alpha	**Y** or **N**
Item 27: Economically Disadvantaged	Alpha	**Y** or **N**
Item 28: Single Parent	Alpha	**Y** or **N**
Item 29: Displaced Homemaker	Alpha	**Y** or **N**
Item 30: Non-Traditional	Alpha	**Y** or **N**
Item 31: Competency Attainment	Alpha	**A** or **B**
Item 32: Diploma Seal Information	Alpha	**E, F, G,** or **H**
Item 33: Division Code [Graduating]	Numeric	Three-digit code
Item 34: School Code [Graduating]	Numeric	Four-digit code
Item 35: Testing Identifier	Numeric	Ten-digit code

Career and Technical Adult Enrollment Report (formerly VERS6) Instructions for Completion

General Information

The Adult Enrollment Report (formerly VERS 6) collects enrollment data by gender on each Adult Career and Technical Education class.

At the conclusion of an Adult CTE class, the class information should be entered into the Adult Enrollment Report Web site. The address is: http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters.

Submit reports of short-term (supplementary) courses quarterly using the following schedule:

Short-term classes ending on OR before	Report due
September 30, 2005	October 15, 2005
December 31, 2005	January 14, 2006
March 31, 2006	April 15, 2006
June 30, 2006	June 30, 2006

Submit reports of long-term (preparatory) adult and apprenticeship classes by the end of the school year on **June 30, 2006.**

Classes that do not finish until after June 30, 2006, will be reported in the 2005–2006 data collection.

Instructions for Teachers

The focus of this report is on each **Adult Career and Technical Education class** taught within the division. Use the following instructions to complete this report.

Field Descriptions

Each field described below is listed in the order in which it appears on the report, with the field name and the number of characters assigned to each entry.

Staff Information Section

Complete items 1 through 6 as they pertain to the instructor of the class being reported.

User's Name and Password

To log into the system, enter your user's name and password. If you do not have a user's name or password, contact your CTE Administrator or the Center for Assessment, Evaluation, and Educational Programming at 1-888-302-8533.

Item 1: School

From the list, choose the name of the institution where the class was taught.

Item 2: Instructor's Name

From the list, choose the name of the instructor. If the instructor's name is not on the list, type the instructor's first name or initial and last name.

Item 3: Was this class taught by a full-time adult instructor?

Choose Yes or No.

Item 4: Course Name

From the list, select a name that best describes the class. Refer to Appendices A–H for a complete listing of state-approved courses.

Item 5: Class Enrollment by Gender

Type the number of females and the number of males enrolled in the class.

Item 6: Hours of Instruction

Type the number of instructional hours.

Example:

An adult instructor is teaching Intro to Early Childhood Occupations 3 times a week, 2 hours per session for 10 weeks. First, multiply the hours per session by the number of times per week the class meets, then multiply by the number of weeks the class meets. (3x2=6; 6x10=60 hours of instruction)

Item 7: Type of Class

Choose Preparatory, Supplementary, or Apprenticeship.

Item 8: Class Start and End Dates

Enter the starting date and the ending date of this class.

Appendices

Appendix A: **Agricultural Education**

Appendix B: **Business and Information Technology**

Appendix C: **Health and Medical Sciences**

Appendix D: **Marketing**

Appendix E: **Career Connections, including Special Programs**

Appendix F: **Technology Education**

Appendix G: **Trade and Industrial Education**
                              Trade and Industrial Education—1-Year Programs

Appendix H: **Family and Consumer Sciences**

Appendix I: **School Division Codes**

Appendix J: **Program Completion Codes**

Appendix K: **State Approved Non-Traditional Course Listing**

Appendix A: Agricultural Education Program and Course Information

COURSE CODE	COURSE DESCRIPTION	MAX ENROLL	LENGTH (WEEKS)	CO-OP	NON-TRAD.	CAREER FAMILY	CDR PROGRAM CODE	CDR PROGRAM DESCR
8022	AGRI BUSINESS FUNDAMENTALS III	20	36	Y	F	Agri, Food, & Nat Resource	1101	Agricultural Business
8024	AGRI BUSINESS OPERATIONS IV	20	36	Y	F	Agri, Food, & Nat Resource	1101	Agricultural Business
8026	AGRI BUSINESS MANAGEMENT V	20	36	Y	F	Agri, Food, & Nat Resource	1101	Agricultural Business
8016	AGRI POWER AND EQUIPMENT III	20	36	Y	F	Agri, Food, & Nat Resource	1102	Agricultural Machinery Service
8018	AGRI MECH SALES & SERVICES IV	20	36	Y	F	Agri, Food, & Nat Resource	1102	Agricultural Machinery Service
8020	ADVANCED AGRI MECHANIZATION V	20	36	Y	F	Agri, Food, & Nat Resource	1102	Agricultural Machinery Service
8021	SMALL ENGINE REPAIRS -18 WKS	20	18	Y	F	Agri, Food, & Nat Resource	1102	Agricultural Machinery Service
8052	FARM EQUIPMENT OPERATOR	20	36	Y	F	Agri, Food, & Nat Resource	1102	Agricultural Machinery Service
8082	SMALL ENGINE REPAIRS -36 WKS	20	36	Y	F	Agri, Food, & Nat Resource	1102	Agricultural Machinery Service
8010	AGRI PRODUCTION TECHNOLOGY III	20	36	Y	F	Agri, Food, & Nat Resource	1103	Agricultural Production
8012	AGRI PRODUCTION MANAGEMENT IV	20	36	Y	F	Agri, Food, & Nat Resource	1103	Agricultural Production
8014	OPERATING THE FARM BUSINESS V	20	36	Y	F	Agri, Food, & Nat Resource	1103	Agricultural Production
8040	INTRO TO NATURAL RESOURCES III	20	36	Y	F	Agri, Food, & Nat Resource	1104	Natural Resources Management
8042	FORESTRY,WILDLIFE,SOIL MGMT IV	20	36	Y	F	Agri, Food, & Nat Resource	1104	Natural Resources Management
8044	NATURAL RESOURCES BUS MGMT V	20	36	Y	F	Agri, Food, & Nat Resource	1104	Natural Resources Management
8034	HORTICULTURE SCIENCE	20	36	Y	F	Agri, Food, & Nat Resource	1105	Horticultural Science
8035	GREENHOUSE PLANT PROD & MGT	20	36	Y	F	Agri, Food, & Nat Resource	1105	Horticultural Science
8036	LANDSCAPING	20	36	Y	F	Agri, Food, & Nat Resource	1105	Horticultural Science
8038	FLORICULTURE	20	36	Y	F	Agri, Food, & Nat Resource	1105	Horticultural Science
8037	SPECIALITY HORTICULTURE ARTS	20	36	Y		Agri, Food, & Nat Resource	1105	Horticultural Science
8085	BIOTECHNOLOGY FOUNDATIONS	20	36	Y		Agri, Food, & Nat Resource	1106	Biotechnology Program
8087	BIOTECHNOLOGY APPS IN AGRI	20	36	Y		Agri, Food, & Nat Resource	1106	Biotechnology Program
8050	AGRI ED FOR DISADV	15		Y		Agri, Food, & Nat Resource	1107	Special Programs

Minimum Requirement for Completion: Refer to the Administrative Planning Guide for 2005-2006

COURSE CODE	COURSE DESCRIPTION	MAX ENROLL	LENGTH (WEEKS)	CO-OP	NON-TRAD.	CAREER FAMILY	CDR PROGRAM CODE	CDR PROGRAM DESCR
8053	AGRI ED FOR DISABLED	10		Y		Agri, Food, & Nat Resource	1107	Special Programs
8070	GENL MECHANICS FOR THE DISADV	15		Y		Agri, Food, & Nat Resource	1107	Special Programs
8051	TURF ESTABLISHMENT & MAINTEN	20	36	Y	F	Agri, Food, & Nat Resource	1108	Turf Grass Management
8054	ADV TURF GRASS APPLICATIONS	20	36	Y	F	Agri, Food, & Nat Resource	1108	Turf Grass Management
8088	VETERINARY SCIENCE	20	36	Y	F	Agri, Food, & Nat Resource	1109	Veterinary Science
8015	EQUINE MGMT & PROD -18 WKS	20	18	Y	F	Agri, Food, & Nat Resource	1110	Equine Management
8080	EQUINE MGMT & PROD -36 WKS	20	36	Y	F	Agri, Food, & Nat Resource	1110	Equine Management
8055	FLORAL DESIGN I	20	36	Y	M	Agri, Food, & Nat Resource	1111	Floral Design
8056	FLORAL DESIGN II	20	36	Y	M	Agri, Food, & Nat Resource	1111	Floral Design
8006	AGRI MECH & BASIC PLANT SCI I	20	36	Y		Agri, Food, & Nat Resource		
8008	AGRI MECH & BASIC ANIM SCI II	20	36	Y		Agri, Food, & Nat Resource		
8002	INTRODUCTION TO AGRISCIENCE G6			N		Agri, Food, & Nat Resource		
8003	AGRISCIENCE EXPLORATION GR 7			N		Agri, Food, & Nat Resource		
8004	AGRISCIENCE & TECHNOLOGY GR 8			N		Agri, Food, & Nat Resource		
8045	ECOLOGY/ENVIRON MANAGEMENT-18 WKS	20	18	Y		Agri, Food, & Nat Resource		
8046	ECOLOGY/ENVIRON MANAGEMENT-36 WKS	20	36	Y		Agri, Food, & Nat Resource		
8072	APPLIED AGRI CONCEPTS -18 WKS	20	18	Y		Agri, Food, & Nat Resource		
8073	APPLIED AGRI CONCEPTS -36 WKS	20	36	Y		Agri, Food, & Nat Resource		
8083	SMALL ANIMAL CARE I - 18/36 WKS	20	36	Y		Agri, Food, & Nat Resource		
8084	SMALL ANIMAL CARE II - 18/36 WKS	20	36	Y		Agri, Food, & Nat Resource		
8086	BIOLOGICAL APPLICATIONS IN AGRI	20	36	Y		Agri, Food, & Nat Resource		
8095	AGRI ED-DUAL ENROLLMENT			N		Agri, Food, & Nat Resource		

Minimum Requirement for Completion: Refer to the Administrative Planning Guide for 2005-2006

Appendix B: Business and Information Technology Program and Course Information

COURSE CODE	COURSE DESCRIPTION	MAX ENROLL	LENGTH (WEEKS)	CO-OP	NON-TRAD.	CAREER FAMILY	CDR PROGRAM CODE	CDR PROGRAM DESCR
6110	MAKE IT YOUR BUSINESS -6, 9, & 12 WKS		6	N		Bus, Mgmt & Admin	2101	Foundation: Middle/Secondary
6111	MAKE IT YOUR BUSINESS -18 WKS		18	N		Bus, Mgmt & Admin	2101	Foundation: Middle/Secondary
6115	PRINC OF BUSINESS & MKT -36 WKS		36	N		Bus, Mgmt & Admin	2101	Business (Regular) Occupational
6116	PRINC OF BUSINESS & MKT -18 WKS		18	N		Bus, Mgmt & Admin	2101	Business (Regular) Occupational
6120	FINANCE -36 WKS		36	Y		Finance	2101	Business (Regular) Occupational
6121	FINANCE -18 WKS		18	Y		Finance	2101	Business (Regular) Occupational
6131	BUSINESS LAW -36 WKS		36	Y		Bus, Mgmt & Admin	2101	Business (Regular) Occupational
6132	BUSINESS LAW -18 WKS		18	Y		Bus, Mgmt & Admin	2101	Business (Regular) Occupational
6135	BUSINESS MANAGEMENT -36 WKS		36	Y		Bus, Mgmt & Admin	2101	Business (Regular) Occupational
6136	BUSINESS MANAGEMENT -18 WKS		18	Y		Bus, Mgmt & Admin	2101	Business (Regular) Occupational
6740	OFFICE SPECIALIST I (Targeted Population)	15		Y	M	Bus, Mgmt & Admin	2102	Business (Special)
6741	OFFICE SPECIALIST II (Targeted Population)	15		Y	M	Bus, Mgmt & Admin	2102	Business (Special)
6742	OFFICE SPECIALIST III (Targeted Population)	15		Y	M	Bus, Mgmt & Admin	2102	Business (Special)
6150	KEYBOARDING (MDL) - 6, 9, 12, and 18 WKS		6	N		Bus, Mgmt & Admin		
6151	KEYBOARDING (SEC) - 18 WKS		18	N		Bus, Mgmt & Admin		
6152	KEYBOARDING APPS -36 WKS		36	N	M	Bus, Mgmt & Admin	2103	Office Administration
6153	KEYBOARDING APPS -18 WKS		18	N		Bus, Mgmt & Admin		
6160	DIGITAL INPUT TECH-18 WKS		18	N	M	Bus, Mgmt & Admin	2103	Office Administration
6161	DIGITAL INPUT TECH-36 WKS		36	N	M	Bus, Mgmt & Admin	2103	Office Administration

Minimum Requirement for Completion: Refer to the Administrative Planning Guide for 2005-2006

COURSE CODE	COURSE DESCRIPTION	MAX ENROLL	LENGTH (WEEKS)	CO-OP	NON-TRAD.	CAREER FAMILY	CDR PROGRAM CODE	CDR PROGRAM DESCR
6241	NOTETAKING -36 WKS		36	Y	M	Bus, Mgmt & Admin	2103	Office Administration
6242	NOTETAKING -18 WKS		18	Y	M	Bus, Mgmt & Admin	2103	Office Administration
6621	OFFICE ADMINISTRATION -36 WKS		36	Y	M	Bus, Mgmt & Admin	2103	Office Administration
6622	OFFICE ADMINISTRATION -18 WKS		18	Y	M	Bus, Mgmt & Admin	2103	Office Administration
6625	WORD PROCESSING -36 WKS		36	Y	M	Bus, Mgmt & Admin	2103	Office Administration
6626	WORD PROCESSING -18 WKS		18	Y	M	Bus, Mgmt & Admin	2103	Office Administration
6730	MEDICAL SYSTEMS ADMIN -36 WKS		36	Y	M	Bus, Mgmt & Admin	2104	Medical Systems Administration
6731	MEDICAL SYSTEMS ADMIN -18 WKS		18	Y	M	Bus, Mgmt & Admin	2104	Medical Systems Administration
6735	LEGAL SYSTEMS ADMIN -36 WKS		36	Y	M	Bus, Mgmt & Admin	2105	Legal Systems Administration
6736	LEGAL SYSTEMS ADMIN -18 WKS		18	Y	M	Bus, Mgmt & Admin	2105	Legal Systems Administration
6650	COMPUTER NETWORK SW OPS		36	Y	F	Information Tech	2106	Computer Network Software Operations
6651	ADV COMPUTER NETWORK SW OPS		36	Y	F	Information Tech	2106	Computer Network Software Operations
6660	DATABASE DESIGN & MGT (ORACLE)		36	Y	F	Information Tech	2107	Database Design and Management
6661	ADV DATABASE DESIGN & MGT (ORACLE)		36	Y	F	Information Tech	2107	Database Design and Management
6609	COMPUTER SOLUTIONS - 6, 9, 12, and 18 WKS		6	N		Information Tech		
6610	COMPUTER SOLUTIONS -36 WKS		36	N		Information Tech		
6611	COMPUTER APPLICATIONS -36 WKS		36	N	F	Information Tech	2108	Information Technology
6617	COMPUTER APPLICATIONS -18 WKS		18	N	F	Information Tech	2108	Information Technology
6670	IT TECHNOLOGY FUNDAMENTALS		36	N	F	Information Tech	2108	Information Technology
6612	COMPUTER INFO SYSTEMS -36 WKS		36	Y	F	Information Tech	2109	Information Systems
6613	ADV COMPUTER INFO SYS -36 WKS		36	Y	F	Information Tech	2109	Information Systems
6614	COMPUTER INFO SYSTEMS -18 WKS		18	Y	F	Information Tech	2109	Information Systems
6615	ADV COMPUTER INFO SYS -18 WKS		18	Y	F	Information Tech	2109	Information Systems
6320	ACCOUNTING		36	Y	M	Bus, Mgmt & Admin	2110	Accounting

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Minimum Requirement for Completion: Refer to the Administrative Planning Guide for 2005-2006

COURSE CODE	COURSE DESCRIPTION	MAX ENROLL	LENGTH (WEEKS)	CO-OP	NON-TRAD.	CAREER FAMILY	CDR PROGRAM CODE	CDR PROGRAM DESCR
6321	ADVANCED ACCOUNTING		36	Y	M	Bus, Mgmt & Admin	2110	Accounting
6630	DESIGN/MULTI MEDIA/WEB TECHNOLOGIES -36 WKS		36	Y	F	Information Tech	2111	Web Development
6631	ADV DESIGN/MULTI MEDIA/WEB TECHNOLOGIES -36 WKS		36	Y	F	Information Tech	2111	Web Development
6632	DESIGN/MULTI MEDIA/WEB TECHNOLOGIES -18 WKS		18	Y	F	Information Tech	2111	Web Development
6633	ADV DESIGN/MULTI MEDIA/WEB TECHNOLOGIES -18 WKS		18	Y	F	Information Tech	2111	Web Development
6640	PROGRAMMING		36	Y	F	Information Tech	2112	Computer Programming
6641	ADV PROGRAMMING		36	Y	F	Information Tech	2112	Computer Programming
6745	BUSINESS INDIVIDUALIZED PROG	10		Y		Bus, Mgmt & Admin		
6810	BUS ED-DUAL ENROLLMENT			N		Bus, Mgmt & Admin		
IB6135	BUSINESS MANAGEMENT			Y		Bus, Mgmt & Admin		REPORT AS 6135 OS SEDY
IB6613	INFORMATION TECHNOLOGY IN A GLOBAL SOCIETY			Y		Information Tech		REPORT AS 6613 ON SEDF

Minimum Requirement for Completion: Refer to the Administrative Planning Guide for 2005-2006

Appendix C: Health and Medical Sciences Program and Course Information

COURSE CODE	COURSE DESCRIPTION	MAX ENROLL	LENGTH (WEEKS)	CO-OP	NON-TRAD.	CAREER FAMILY	CDR PROGRAM CODE	CDR PROGRAM DESCR
8328	DENTAL ASSISTING I	20	36	N	M	Health Science	3101	Dental Assistant
8329	DENTAL ASSISTING II	20	36	N	M	Health Science	3101	Dental Assistant
8333	EMERGENCY MEDICAL TECH I		36	N	M	Health Science	3102	Emergency Medical Technology
8334	EMERGENCY MEDICAL TECH II		36	N	M	Health Science	3102	Emergency Medical Technology
8335	EMERGENCY MEDICAL TECH III		36	N	M	Health Science	3102	Emergency Medical Technology
8302	INTRO TO HEALTH & MEDICAL SCIENCES		36	N		Health Science		
8331	HEALTH ASSISTANT I		36	N	M	Health Science	3103	Health Career Cluster
8332	HEALTH ASSISTANT II		36	Y	M	Health Science	3103	Health Career Cluster
8370	H&MS EXPLORATORY -18 WK		18	N		Health Science		
8383	MEDICAL TERMINOLOGY		36	N	M	Health Science	3103	Health Career Cluster
8394	H&MS - DUAL ENROLLMENT			N	M	Health Science	3103	Health Career Cluster
8364	HOME HEALTH AIDE		36	N	M	Health Science	3105	Home Health Aide
8345	MEDICAL ASSISTANT I		36	N	M	Health Science	3106	Medical Assistant
8346	MEDICAL ASSISTANT II		36	N	M	Health Science	3106	Medical Assistant
8360	NURSING ASSISTANT I		36	N	M	Health Science	3108	Nursing Assistant
8362	NURSING ASSISTANT II		36	N	M	Health Science	3108	Nursing Assistant
8357	PRACTICAL NURSING I		18	N	M	Health Science	3109	Practical Nursing
8358	PRACTICAL NURSING II		18	N	M	Health Science	3109	Practical Nursing
8359	PRACTICAL NURSING III		36	N	M	Health Science	3109	Practical Nursing
8351	SURGICAL TECH I		36	N	M	Health Science	3110	Surgical Technology
8352	SURGICAL TECH II		36	N	M	Health Science	3110	Surgical Technology
8310	VETERINARY ASST I		36	N	M	Agr, Food, & Nat Res	3111	Veterinary Assistant
8311	VETERINARY ASST II		36	N	M	Agr, Food, & Nat Res	3111	Veterinary Assistant
8312	VETERINARY ASST III		36	N	M	Agr, Food, & Nat Res	3111	Veterinary Assistant
8385	PHYSICAL/OCC THERAPY		36	N	M	Health Science	3113	Physical Therapy
8344	BIOTECHNOLOGY FOUNDATIONS		36	N	M	Health Science	3114	Biotechnology Foundations

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Minimum Requirement for Completion: Refer to the Administrative Planning Guide for 2005-2006

COURSE CODE	COURSE DESCRIPTION	MAX ENROLL	LENGTH (WEEKS)	CO-OP	NON-TRAD.	CAREER FAMILY	CDR PROGRAM CODE	CDR PROGRAM DESCR
8305	PHARMACY TECH I		18	N	M	Health Science	3115	Pharmacy Technician
8306	PHARMACY TECH II		18	N	M	Health Science	3115	Pharmacy Technician

Minimum Requirement for Completion: Refer to the Administrative Planning Guide for 2005-2006

Appendix D: Marketing Program and Course Information

COURSE CODE	COURSE DESCRIPTION	MAX ENROLL	LENGTH (WEEKS)	CO-OP	NON-TRAD.	CAREER FAMILY	CDR PROGRAM CODE	CDR PROGRAM DESCR
8109	MAKE IT YOUR BUSINESS -6 WKS		6	N		Mkt, Sales, & Service	4101	General Marketing
8110	FUND OF MARKETING		36	N		Mkt, Sales, & Service	4101	General Marketing
8111	INTRO TO MARKETING		18	N		Mkt, Sales, & Service	4101	General Marketing
8112	MAKE IT YOUR BUSINESS -9 WKS		9	N		Mkt, Sales, & Service	4101	General Marketing
8113	MAKE IT YOUR BUSINESS -12 WKS		12	N		Mkt, Sales, & Service	4101	General Marketing
8114	MAKE IT YOUR BUSINESS -18 WKS		18	N		Mkt, Sales, & Service	4101	General Marketing
8115	PRIN OF BUSINESS & MKT -36 WKS		36	N		Mkt, Sales, & Service	4101	General Marketing
8116	PRIN OF BUSINESS & MKT -18 WKS		18	N		Mkt, Sales, & Service	4101	General Marketing
8120	MARKETING (CO-OP)	20	36	Y		Mkt, Sales, & Service	4101	General Marketing
8121	MARKETING (OCC EXP)		36	N		Mkt, Sales, & Service	4101	General Marketing
8125	INTERNET MARKETING	20	36	N		Mkt, Sales, & Service	4101	General Marketing
8130	ADV MARKETING (CO-OP)	20	36	Y		Mkt, Sales, & Service	4101	General Marketing
8131	ADV MARKETING (OCC EXP)		36	N		Mkt, Sales, & Service	4101	General Marketing
8132	MARKETING MGMT (OCC EXP)		36	N		Bus, Mgmt & Adm	4102	Executive Marketing
8135	INTERNATIONAL MKT (OCC EXP)		36	N		Mkt, Sales, & Service	4102	Executive Marketing
8136	ADV INTERNATIONAL MKT (OCC EXP)		36	N		Mkt, Sales, & Service	4102	Executive Marketing
8140	FASHION MARKETING (CO-OP)	20	36	Y	M	Mkt, Sales, & Service	4103	Apparel and Accessories Marketing
8141	FASHION MARKETING (OCC EXP)		36	N	M	Mkt, Sales, & Service	4103	Apparel and Accessories Marketing
8145	ADV FASHION MARKETING (CO-OP)	20	36	Y	M	Mkt, Sales, & Service	4103	Apparel and Accessories Marketing
8146	ADV FASHION MKT (OCC EXP)		36	N	M	Mkt, Sales, & Service	4103	Apparel and Accessories Marketing
8148	INTRO FASHION DESGN MKT (OCC EXP)		18	N	M	Mkt, Sales, & Service	4103	Apparel and Accessories Marketing
8149	INTRO FASHION DESGN MKT (OCC EXP)		36	N	M	Mkt, Sales, & Service	4103	Apparel and Accessories Marketing

Minimum Requirement for Completion: Refer to the Administrative Planning Guide for 2005-2006

COURSE CODE	COURSE DESCRIPTION	MAX ENROLL	LENGTH (WEEKS)	CO-OP	NON-TRAD.	CAREER FAMILY	CDR PROGRAM CODE	CDR PROGRAM DESCR
8160	HOTEL-MOTEL MKT (CO-OP)	20	36	Y	M	Hospitality & Tour	4104	Hospitality and Recreation Marketing
8161	HOTEL-MOTEL MKT (OCC EXP)		36	N	M	Hospitality & Tour	4104	Hospitality and Recreation Marketing
8162	ADV HOTEL-MOTEL MKT (CO-OP)	20	36	Y	M	Hospitality & Tour	4104	Hospitality and Recreation Marketing
8163	ADV HOTEL-MOTEL MKT (OCC EXP)		36	N	M	Hospitality & Tour	4104	Hospitality and Recreation Marketing
8165	TRAVEL & TOURISM MKT (CO-OP)	20	36	Y	M	Hospitality & Tour	4104	Hospitality and Recreation Marketing
8166	TRAVEL & TOURISM MKT (OCC EXP)		36	N	M	Hospitality & Tour	4104	Hospitality and Recreation Marketing
8167	ADV TRAVEL & TOUR MKT (CO-OP)	20	36	Y	M	Hospitality & Tour	4104	Hospitality and Recreation Marketing
8168	ADV TRAVEL & TOUR MKT (OCC EXP)		36	N	M	Hospitality & Tour	4104	Hospitality and Recreation Marketing
8180	FINANCIAL SERVICES MKT (CO-OP)	20	36	Y	F	Finance	4105	Financial Services Marketing
8181	FINANCIAL SERVICES MKT (OCC EXP)		36	N	F	Finance	4105	Financial Services Marketing
8175	SPRTS ENTRMT REC MKT (CO-OP)	20	36	Y	F	Hospitality & Tour	4106	Sports and Recreational Marketing
8176	SPRTS ENTRMT REC MKT (OCC EXP)		36	N	F	Hospitality & Tour	4106	Sports and Recreational Marketing
8177	ADV SPRTS ENTRMT REC (CO-OP)	20	36	Y	F	Hospitality & Tour	4106	Sports and Recreational Marketing
8178	ADV SPRTS ENTRMT REC (OCC EXP)		36	N	F	Hospitality & Tour	4106	Sports and Recreational Marketing
8191	REAL ESTATE MARKETING (OCC EXP)		36	N	M	Mkt, Sales, & Service	4107	Real Estate Marketing
8198	MARKETING - DUAL ENROLLMENT		36	N		Mkt, Sales, & Service		

Minimum Requirement for Completion: Refer to the Administrative Planning Guide for 2005-2006

Appendix E: Career Connection, including Special Programs Program and Course Information

COURSE CODE	COURSE DESCRIPTION	MAX ENROLL	LENGTH (WEEKS)	CO-OP	NON-TRAD.	CAREER FAMILY	CDR PROGRAM CODE	CDR PROGRAM DESCR
9070	CAREER PATHWAYS PHASE I			N		Education & Training	2101	Foundation: Middle/Secondary
9071	CAREER PATHWAYS PHASE II			N		Education & Training	2101	Foundation: Middle/Secondary
9072	CAREER PATHWAYS PHASE III			N		Education & Training	2101	Foundation: Middle/Secondary
9093	EXPLORING ENTREPRENEURSHIP		18	N		Mkt, Sales, & Service	4102	Executive Marketing
9094	ENTREPRENEURSHIP EDUCATION		36	N		Mkt, Sales, & Service	4102	Executive Marketing
9020	EFE CO-OP ED I (DISADV)	15	36	Y		Education & Training	8101	EFE Co-op Disadvantaged
9021	EFE CO-OP ED II (DISADV)	15	36	Y		Education & Training	8101	EFE Co-op Disadvantaged
9030	EFE CO-OP ED I (DISABLED)	10	36	Y		Education & Training	8101	EFE Co-op Disabled
9031	EFE CO-OP ED II (DISABLED)	10	36	Y		Education & Training	8101	EFE Co-op Disabled
9075	EFE INTRO (DISADV) -18 WKS	15	18	N		Education & Training	8101	EFE Disadvantaged
9076	EFE INTRO (DISADV)	15		N		Education & Training	8101	EFE Disadvantaged
9077	EFE LEVEL I (DISADV) -18 WKS	15	18	N		Education & Training	8101	EFE Disadvantaged
9078	EFE LEVEL I (DISADV)	15		N		Education & Training	8101	EFE Disadvantaged
9079	EFE LEVEL II (DISADV) -18 WKS	15	18	N		Education & Training	8101	EFE Disadvantaged
9080	EFE LEVEL II (DISADV)	15		N		Education & Training	8101	EFE Disadvantaged
9082	EFE INTRO (DISABLED) -18 WKS	10	18	N		Education & Training	8101	EFE Disabled
9083	EFE INTRO (DISABLED)	10		N		Education & Training	8101	EFE Disabled
9084	EFE LEVEL I (DISABLED) -18 WKS	10	18	N		Education & Training	8101	EFE Disabled
9085	EFE LEVEL I (DISABLED)	10		N		Education & Training	8101	EFE Disabled
9086	EFE LEVEL II (DISABLED) -18 WKS	10	18	N		Education & Training	8101	EFE Disabled

Minimum Requirement for Completion: Refer to the Administrative Planning Guide for 2005-2006

COURSE CODE	COURSE DESCRIPTION	MAX ENROLL	LENGTH (WEEKS)	CO-OP	NON-TRAD.	CAREER FAMILY	CDR PROGRAM CODE	CDR PROGRAM DESCR
9087	EFE LEVEL II (DISABLED)	10		N		Education & Training	8101	EFE Disabled
9060	PROTEAM -GRS 7 & 8 -18 WKS		18	N		Education & Training		
9061	PROTEAM -GRS 7 & 8 -36 WKS		36	N		Education & Training		
9062	TEACHER CADET -GR 12		36	N	M	Education & Training	8102	Teacher Cadet Program
9091	INTRODUCTION TO LEADERSHIP		18	N		Education & Training		
9092	LEADERSHIP DEVELOPMENT 36 WKS		36	N		Education & Training		

Appendix F: Technology Education Program and Course Information

COURSE CODE	COURSE DESCRIPTION	MAX ENROLL	LENGTH (WEEKS)	CO-OP	NON-TRAD.	CAREER FAMILY	CDR PROGRAM CODE	CDR PROGRAM DESCR
8402	TECHNOLOGY FOUNDATIONS -18 WKS		18	N		Sci, Tech, Eng & Math		
8403	TECHNOLOGY FOUNDATIONS -36 WKS		36	N	F	Sci, Tech, Eng & Math	5101	Design and Technology
8404	TECHNOLOGY TRANSFER -18 WKS		18	N		Sci, Tech, Eng & Math		
8405	TECHNOLOGY TRANSFER -36 WKS		36	N	F	Sci, Tech, Eng & Math	5101	Design and Technology
8406	TECHNOLOGY ASSESSMENT-18 WKS		18	N		Sci, Tech, Eng & Math		
8407	TECHNOLOGY ASSESSMENT -36 WKS		36	N	F	Sci, Tech, Eng & Math	5101	Design and Technology
8439	INTRODUCTION TO ENGINEERING DESIGN	20	36	N	F	Sci, Tech, Eng & Math	5102	Pre-Engineering
8440	DIGITAL ELECTRONICS	20	36	N	F	Sci, Tech, Eng & Math	5102	Pre-Engineering
8441	PRINCIPLES OF ENGINEERING	20	36	N	F	Sci, Tech, Eng & Math	5102	Pre-Engineering
8442	COMPUTER INTEGRATED MANUFACTURING	20	36	N	F	Sci, Tech, Eng & Math	5102	Pre-Engineering
8443	ENGINEERING DESIGN AND DEVELOPMENT	20	36	N	F	Sci, Tech, Eng & Math	5102	Pre-Engineering
8490	INTRO TO ENGINEERING -36 WKS	20	36	N	F	Sci, Tech, Eng & Math	5102	Pre-Engineering
8491	ADVANCED ENGINEERING -36 WKS	20	36	N	F	Sci, Tech, Eng & Math	5102	Pre-Engineering
8415	COMMUNICATION SYSTEMS -36 WKS	20	36	N	F	Information Tech	5103	Communication and Info Tech
8418	COMMUNICATION SYSTEMS -18 WKS	20	18	N	F	Information Tech	5103	Communication and Info Tech

Minimum Requirement for Completion: Refer to the Administrative Planning Guide for 2005-2006

COURSE CODE	COURSE DESCRIPTION	MAX ENROLL	LENGTH (WEEKS)	CO-OP	NON-TRAD.	CAREER FAMILY	CDR PROGRAM CODE	CDR PROGRAM DESCR
8420	CMPTR CONTROL & AUTO. SYS-18 WKS	20	18	N	F	Information Tech	5103	Communication and Info Tech
8421	CMPTR CONTROL & AUTO.SYS-36 WKS	20	36	N	F	Information Tech	5103	Communication and Info Tech
8423	GEOSPATIAL TECHNOLOGY - 36 WKS	20	36	N	F	Information Tech	5103	Communication and Info Tech
8455	IMAGING TECHNOLOGY - 36 WKS	20	36	N	F	Arts, Audio Tech & Comm	5103	Communication and Info Tech
8458	GRAPHIC COMM SYSTEMS -36 WKS	20	36	N	F	Arts, Audio Tech & Comm	5103	Communication and Info Tech
8494	GRAPHIC COMM SYSTEMS -18 WKS	20	18	N	F	Arts, Audio Tech & Comm	5103	Communication and Info Tech
8497	VIDEO AND MEDIA TECHNOLOGY - 36 WKS	20	36	N	F	Arts, Audio Tech & Comm	5103	Communication and Info Tech
8412	ELECTRONICS SYSTEMS II -36 WKS	20	36	N	F	Sci, Tech, Eng & Math	5104	Control Technology
8413	ELECTRONICS SYSTEMS III - 36 WKS	20	36	N	F	Sci, Tech, Eng & Math	5104	Control Technology
8416	ELECTRONICS SYSTEMS I -36 WKS	20	36	N	F	Sci, Tech, Eng & Math	5104	Control Technology
8417	ELECTRONICS SYSTEMS I -18 WKS	20	18	N	F	Sci, Tech, Eng & Math	5104	Control Technology
8444	POWER & TRANSPORTATION -18 WKS	20	18	N	F	Transp, Distribution, Logistics	5104	Control Technology
8445	POWER & TRANSPORTATION -36 WKS	20	36	N	F	Transp, Distribution, Logistics	5104	Control Technology
8448	ENERGY & POWER -36 WKS	20	36	N	F	Transp, Distribution, Logistics	5104	Control Technology
8495	ENERGY AND POWER -18 WKS	20	18	N	F	Transp, Distribution, Logistics	5104	Control Technology
8425	MANUFACTURING SYSTEMS -36 WKS	20	36	N	F	Manufacturing	5105	Production Technology

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COURSE CODE	COURSE DESCRIPTION	MAX ENROLL	LENGTH (WEEKS)	CO-OP	NON-TRAD.	CAREER FAMILY	CDR PROGRAM CODE	CDR PROGRAM DESCR
8426	MANUFACTURING SYSTEMS -18 WKS	20	18	N	F	Manufacturing	5105	Production Technology
8427	ADV MANUFACTURING SYSTEMS	20	36	N	F	Manufacturing	5105	Production Technology
8431	CONSTRUCTION TECH -36 WKS	20	36	N	F	Architecture & Construction	5105	Production Technology
8432	CONSTRUCTION TECH -18 WKS	20	18	N	F	Architecture & Construction	5105	Production Technology
8433	MATERIALS & PROCESS TECH -36 WKS	20	36	N	F	Manufacturing	5105	Production Technology
8446	PRODUCTION SYSTEMS -18 WKS	20	18	N	F	Manufacturing	5105	Production Technology
8447	PRODUCTION SYSTEMS -36 WKS	20	36	N	F	Manufacturing	5105	Production Technology
8478	MATERIALS & PROCESS TECH -18 WKS	20	18	N	F	Manufacturing	5105	Production Technology
8496	INFORMATION TECH IN PROD SYSTEMS - 36 WKS	20	36	N	F	Manufacturing	5105	Production Technology
8434	TECH DRAW/DESIGN/CAD -18 WKS		18	N	F	Sci, Tech, Eng & Math	5106	Technical Design and Illustration
8435	TECH DRAW/DESIGN/CAD -36 WKS		36	N	F	Sci, Tech, Eng & Math	5106	Technical Design and Illustration
8436	ENG DRAW/DESIGN/CAD -36 WKS		36	N	F	Sci, Tech, Eng & Math	5106	Technical Design and Illustration
8437	ARCH DRAW/DESIGN/CAD -36 WK		36	N	F	Architecture & Construction	5106	Technical Design and Illustration
8459	DIGITAL VISUALIZATION - 36 WKS		36	N	F	Sci, Tech, Eng & Math	5106	Technical Design and Illustration
8492	ARCH DRAW/DESIGN/CAD -18 WK		18	N	F	Architecture & Construction	5106	Technical Design and Illustration
8493	ENG DRAW/DESIGN/CAD -18 WKS		18	N	F	Sci, Tech, Eng & Math	5106	Technical Design and Illustration
9811	PRINCIPLES OF TECHNOLOGY I	20	36	N	F	Sci, Tech, Eng & Math	5107	Principles of Technology
9812	PRINCIPLES OF TECHNOLOGY II	20	36	N	F	Sci, Tech, Eng & Math	5107	Principles of Technology
8467	BIOENGINEERING	20	36	N	F	Sci, Tech, Eng & Math	5108	Biotechnology Program

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COURSE CODE	COURSE DESCRIPTION	MAX ENROLL	LENGTH (WEEKS)	CO-OP	NON-TRAD.	CAREER FAMILY	CDR PROGRAM CODE	CDR PROGRAM DESCR
8468	BIOTECHNOLOGY FOUNDATIONS	20	36	N		Sci, Tech, Eng & Math		
8410	TECHNOLOGY AWARENESS GR 5			N				
8461	INVENTIONS & INNOVATIONS -36 WKS		36	N		Sci, Tech, Eng & Math		
8462	TECHNOLOGICAL SYSTEMS -36 WKS		36	N		Sci, Tech, Eng & Math		
8463	TECHNOLOGICAL SYSTEMS -18 WKS		18	N		Sci, Tech, Eng & Math		
8464	INVENTIONS & INNOVATIONS -18 WKS		18	N		Sci, Tech, Eng & Math		
8465	TECHNOLOGY STUDIES	20		N				
8466	ADVANCED TECHNOLOGY STUDIES	20		N				
8469	CTE OCCUPATIONAL EXPLORATION-DISADVANTAGED	20	36	N				
8471	CTE OCCUPATIONAL EXPLORATION - DISABLED	10	36	N				
8472	INDUSTRIAL OCCUPATIONAL EXPLORATION	20	36	N				
8473	INDUSTRIAL OCCUPATIONAL EXPLORATION	20	18	N				
8475	CAREERS & YOU GR 6-7			N		Education & Train		
8481	INTRO TO TECHNOLOGY -9 WKS		9	N		Sci, Tech, Eng & Math		
8482	INTRO TO TECHNOLOGY -18 WKS		18	N		Sci, Tech, Eng & Math		
8483	INTRO TO TECHNOLOGY -36 WKS		36	N		Sci, Tech, Eng & Math		
8484	INTRO TO TECHNOLOGY -12 WKS		12	N		Sci, Tech, Eng & Math		
8485	INNOVATIONS & INVENTIONS -12 WKS		12	N		Sci, Tech, Eng & Math		

Minimum Requirement for Completion: Refer to the Administrative Planning Guide for 2005-2006

COURSE CODE	COURSE DESCRIPTION	MAX ENROLL	LENGTH (WEEKS)	CO-OP	NON-TRAD.	CAREER FAMILY	CDR PROGRAM CODE	CDR PROGRAM DESCR	
8486	TECHNOLOGICAL SYSTEMS -12 WKS		12	N		Sci, Tech, Eng & Math			
8498	TECHNOLOGY - DUAL ENROLLMENT			N					

Minimum Requirement for Completion: Refer to the Administrative Planning Guide for 2005-2006

Appendix G: Trade and Industrial Education Program and Course Information

COURSE CODE	COURSE DESCRIPTION	MAX ENROLL	LENGTH (WEEKS)	CO-OP	NON-TRAD.	CAREER FAMILY	CDR PROGRAM CODE	CDR PROGRAM DESCR
8570	ADVERTISING DESIGN I	20	36	N		Arts, Audio/VideoTech/Comm	6101	Advertising Design
8571	ADVERTISING DESIGN II	20	36	N		Arts, Audio/VideoTech/Comm	6101	Advertising Design
8572	ADVERTISING DESIGN III	20	36	N		Arts, Audio/VideoTech/Comm	6101	Advertising Design
8530	DRAFTING I	20	36	N	F	Architecture & Construction	6102	Drafting
8531	DRAFTING II	20	36	N	F	Architecture & Construction	6102	Drafting
8532	DRAFTING III	20	36	N	F	Architecture & Construction	6102	Drafting
8650	TELECOMMUNICATIONS I	20	36	N	F	Arts, Audio/VideoTech/Comm	6103	Telecommunications
8651	TELECOMMUNICATIONS II	20	36	N	F	Arts, Audio/VideoTech/Comm	6103	Telecommunications
8509	MOTORSPORTS TECHNOLOGY I	20	36	N	F	Transp, Distribution, Logistics	6104	Motorsports Technology
8510	MOTORSPORTS TECHNOLOGY II	20	36	N	F	Transp, Distribution, Logistics	6104	Motorsports Technology
8511	MOTORSPORTS TECHNOLOGY III	20	36	N	F	Transp, Distribution, Logistics	6104	Motorsports Technology
8607	COMMERCIAL PHOTOGRAPHY I	20	36	N		Arts, Audio/VideoTech/Comm	6105	Commercial Photography
8608	COMMERCIAL PHOTOGRAPHY II	20	36	N		Arts, Audio/VideoTech/Comm	6105	Commercial Photography

Minimum Requirement for Completion: Refer to the Administrative Planning Guide for 2005-2006

COURSE CODE	COURSE DESCRIPTION	MAX ENROLL	LENGTH (WEEKS)	CO-OP	NON-TRAD.	CAREER FAMILY	CDR PROGRAM CODE	CDR PROGRAM DESCR
8609	COMMERCIAL PHOTOGRAPHY III	20	36	N		Arts, Audio/VideoTech/Comm	6105	Commercial Photography
8660	GRAPHIC IMAGING TECH I	20	36	N	F	Arts, Audio/VideoTech/Comm	6106	Grapic Imaging Technology
8661	GRAPHIC IMAGING TECH II	20	36	N	F	Arts, Audio/VideoTech/Comm	6106	Grapic Imaging Technology
8662	GRAPHIC IMAGING TECH III	20	36	N	F	Arts, Audio/VideoTech/Comm	6106	Grapic Imaging Technology
8740	BARBERING I	20	36	N	F	Human Services	6107	Barbering
8741	BARBERING II	20	36	N	F	Human Services	6107	Barbering
8742	BARBERING III	20	36	N	F	Human Services	6107	Barbering
8536	ELECTRONICS TECH I	20	36	N	F	Sci, Tech, Eng & Math	6108	Electronics Technology
8537	ELECTRONICS TECH II	20	36	N	F	Sci, Tech, Eng & Math	6108	Electronics Technology
8538	ELECTRONICS TECH III	20	36	N	F	Sci, Tech, Eng & Math	6108	Electronics Technology
8640	RADIO COMMUNICATIONS I	20	36	N	F	Arts, Audio/VideoTech/Comm	6109	Radio Communications
8641	RADIO COMMUNICATIONS II	20	36	N	F	Arts, Audio/VideoTech/Comm	6109	Radio Communications
8642	RADIO COMMUNICATIONS III	20	36	N	F	Arts, Audio/VideoTech/Comm	6109	Radio Communications
8557	ROBOTIC WORKCELL TECH I	20	36	N	F	Sci, Tech, Eng & Math	6110	Robotic Workcell Technology
8558	ROBOTIC WORKCELL TECH II	20	36	N	F	Sci, Tech, Eng & Math	6110	Robotic Workcell Technology
8559	ROBOTIC WORKCELL TECH III	20	36	N	F	Sci, Tech, Eng & Math	6110	Robotic Workcell Technology
8688	TELEVISION PRODUCTION I	20	36	N		Arts, Audio/VideoTech/Comm	6111	Television Production
8689	TELEVISION PRODUCTION II	20	36	N		Arts, Audio/VideoTech/Comm	6111	Television Production
8690	TELEVISION PRODUCTION III	20	36	N		Arts, Audio/VideoTech/Comm	6111	Television Production

Minimum Requirement for Completion: Refer to the Administrative Planning Guide for 2005-2006

COURSE CODE	COURSE DESCRIPTION	MAX ENROLL	LENGTH (WEEKS)	CO-OP	NON-TRAD.	CAREER FAMILY	CDR PROGRAM CODE	CDR PROGRAM DESCR
8622	COMPUTER SYSTEMS TECH I	20	36	N	F	Information Technology	6112	Computer Systems Technology
8623	COMPUTER SYSTEMS TECH II	20	36	N	F	Information Technology	6112	Computer Systems Technology
8624	COMPUTER SYSTEMS TECH III	20	36	N	F	Information Technology	6112	Computer Systems Technology
8542	COMPUTER NETWORK HARDWARE OPERATIONS I		18	N	F	Information Technology	6113	Computer Networking Hardware Operations
8543	COMPUTER NETWORK HARDWARE OPERATIONS II		18	N	F	Information Technology	6113	Computer Networking Hardware Operations
8544	COMPUTER NETWORK HARDWARE OPERATIONS III		18	N	F	Information Technology	6113	Computer Networking Hardware Operations
8545	COMPUTER NETWORK HARDWARE OPERATIONS IV		18	N	F	Information Technology	6113	Computer Networking Hardware Operations
8512	MASONRY I	20	36	N	F	Architecture & Construction	6202	Brick Masonry
8513	MASONRY II	20	36	N	F	Architecture & Construction	6202	Brick Masonry
8514	MASONRY III	20	36	N	F	Architecture & Construction	6202	Brick Masonry
8515	BUILDING TRADES I	20	36	N	F	Architecture & Construction	6203	Building Trades
8516	BUILDING TRADES II	20	36	N	F	Architecture & Construction	6203	Building Trades
8517	BUILDING TRADES III	20	36	N	F	Architecture & Construction	6203	Building Trades
8604	CABINETMAKING I	20	36	N	F	Architecture & Construction	6204	Cabinetmaking
8605	CABINETMAKING II	20	36	N	F	Architecture & Construction	6204	Cabinetmaking
8606	CABINETMAKING III	20	36	N	F	Architecture & Construction	6204	Cabinetmaking
8601	CARPENTRY I	20	36	N	F	Architecture & Construction	6205	Carpentry

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COURSE CODE	COURSE DESCRIPTION	MAX ENROLL	LENGTH (WEEKS)	CO-OP	NON-TRAD.	CAREER FAMILY	CDR PROGRAM CODE	CDR PROGRAM DESCR
8602	CARPENTRY II	20	36	N	F	Architecture & Construction	6205	Carpentry
8603	CARPENTRY III	20	36	N	F	Architecture & Construction	6205	Carpentry
8676	AUTO BODY TECHNOLOGY I	20	36	N	F	Transp, Distribution, Logistics	6206	Automotive Body Technology
8677	AUTO BODY TECHNOLOGY II	20	36	N	F	Transp, Distribution, Logistics	6206	Automotive Body Technology
8678	AUTO BODY TECHNOLOGY III	20	36	N	F	Transp, Distribution, Logistics	6206	Automotive Body Technology
8533	ELECTRICITY I	20	36	N	F	Architecture & Construction	6207	Electricity
8534	ELECTRICITY II	20	36	N	F	Architecture & Construction	6207	Electricity
8535	ELECTRICITY III	20	36	N	F	Architecture & Construction	6207	Electricity
8590	BUILDING MANAGEMENT I	20	36	N	F	Hospitality & Tourism	6209	Custodial Services
8591	BUILDING MANAGEMENT II	20	36	N	F	Hospitality & Tourism	6209	Custodial Services
8592	BUILDING MANAGEMENT III	20	36	N	F	Hospitality & Tourism	6209	Custodial Services
8503	HVACR I	20	36	N	F	Sci, Tech, Eng & Math	6210	HVACR
8504	HVACR II	20	36	N	F	Sci, Tech, Eng & Math	6210	HVACR
8505	HVACR III	20	36	N	F	Sci, Tech, Eng & Math	6210	HVACR
8551	PLUMBING I	20	36	N	F	Architecture & Construction	6212	Plumbing
8552	PLUMBING II	20	36	N	F	Architecture & Construction	6212	Plumbing
8553	PLUMBING III	20	36	N	F	Architecture & Construction	6212	Plumbing
8616	UTILITY/HEAVY CONSTRUCTION TECH I	20	36	N	F	Architecture & Construction	6213	Utility/Heavy Construction Technology

Minimum Requirement for Completion: Refer to the Administrative Planning Guide for 2005-2006

COURSE CODE	COURSE DESCRIPTION	MAX ENROLL	LENGTH (WEEKS)	CO-OP	NON-TRAD.	CAREER FAMILY	CDR PROGRAM CODE	CDR PROGRAM DESCR
8617	UTILITY/HEAVY CONSTRUCTION TECH II	20	36	N	F	Architecture & Construction	6213	Utility/Heavy Construction Technology
8618	UTILITY/HEAVY CONSTRUCTION TECH III	20	36	N	F	Architecture & Construction	6213	Utility/Heavy Construction Technology
8575	IND MAINTENANCE TECH I	20	36	N	F	Manufacturing	6301	Industrial Maintenance Technology
8576	IND MAINTENANCE TECH II	20	36	N	F	Manufacturing	6301	Industrial Maintenance Technology
8577	IND MAINTENANCE TECH III	20	36	N	F	Manufacturing	6301	Industrial Maintenance Technology
8539	PRECISION MACHINING TECH I	20	36	N	F	Manufacturing	6305	Precision Machining Technology
8540	PRECISION MACHINING TECH II	20	36	N	F	Manufacturing	6305	Precision Machining Technology
8541	PRECISION MACHINING TECH III	20	36	N	F	Manufacturing	6305	Precision Machining Technology
8663	SHEET METAL I	20	36	N	F	Manufacturing	6306	Sheet Metal
8664	SHEET METAL II	20	36	N	F	Manufacturing	6306	Sheet Metal
8665	SHEET METAL III	20	36	N	F	Manufacturing	6306	Sheet Metal
8672	WELDING I	20	36	N	F	Manufacturing	6307	Welding
8673	WELDING II	20	36	N	F	Manufacturing	6307	Welding
8674	WELDING III	20	36	N	F	Manufacturing	6307	Welding
8527	COSMETOLOGY I	20	36	N	M	Human Services	6403	Cosmetology
8528	COSMETOLOGY II	20	36	N	M	Human Services	6403	Cosmetology
8529	COSMETOLOGY III	20	36	N	M	Human Services	6403	Cosmetology
8546	BEAUTY SALON ASSISTANT	20	36	N	M	Human Services	6403	Cosmetology
8521	CULINARY ARTS I	20	36	N	F	Hospitality & Tourism	6404	Culinary Arts
8522	CULINARY ARTS II	20	36	N	F	Hospitality & Tourism	6404	Culinary Arts
8523	CULINARY ARTS III	20	36	N	F	Hospitality & Tourism	6404	Culinary Arts
8524	COMMERCIAL SEWING I	20	36	N	M	Manufacturing	6406	Commercial Sewing
8525	COMMERCIAL SEWING II	20	36	N	M	Manufacturing	6406	Commercial Sewing
8526	COMMERCIAL SEWING III	20	36	N	M	Manufacturing	6406	Commercial Sewing

Minimum Requirement for Completion: Refer to the Administrative Planning Guide for 2005-2006

COURSE CODE	COURSE DESCRIPTION	MAX ENROLL	LENGTH (WEEKS)	CO-OP	NON-TRAD.	CAREER FAMILY	CDR PROGRAM CODE	CDR PROGRAM DESCR
8692	NAIL TECHNICIAN I	20	36	N	M	Human Services	6407	Nail Technician
8693	NAIL TECHNICIAN II	20	36	N	M	Human Services	6407	Nail Technician
8705	FIREFIGHTING I	20	36	N	F	Law, Public Safety, Corrections & Security	6501	Firefighting
8706	FIREFIGHTING II	20	36	N	F	Law, Public Safety, Corrections & Security	6501	Firefighting
8707	FIREFIGHTING III	20	36	N	F	Law, Public Safety, Corrections & Security	6501	Firefighting
8702	CRIMINAL JUSTICE I	20	36	N	F	Law, Public Safety, Corrections & Security	6502	Criminal Justice
8703	CRIMINAL JUSTICE II	20	36	N	F	Law, Public Safety, Corrections & Security	6502	Criminal Justice
8704	CRIMINAL JUSTICE III	20	36	N	F	Law, Public Safety, Corrections & Security	6502	Criminal Justice
8700	PUBLIC SAFETY I	20	36	N	F	Law, Public Safety, Corrections & Security	6503	Public Safety
8701	PUBLIC SAFETY II	20	36	N	F	Law, Public Safety, Corrections & Security	6503	Public Safety
8728	AVIATION MAIN TECH I	20	36	N	F	Transp, Distribution, Logistics	6601	Aviation Maintenance Technology
8729	AVIATION MAIN TECH II	20	36	N	F	Transp, Distribution, Logistics	6601	Aviation Maintenance Technology
8731	AIRCRAFT PILOT TRAINING I	20	36	N	F	Transp, Distribution, Logistics	6602	Aircraft Pilot Training
8732	AIRCRAFT PILOT TRAINING II	20	36	N	F	Transp, Distribution, Logistics	6602	Aircraft Pilot Training
8733	AIRCRAFT PILOT TRAINING III	20	36	N	F	Transp, Distribution, Logistics	6602	Aircraft Pilot Training
8679	AUTO BODY REPAIR I	20	36	N	F	Transp, Distribution, Logistics	6603	Automotive Body Repair
8680	AUTO BODY REPAIR II	20	36	N	F	Transp, Distribution, Logistics	6603	Automotive Body Repair

Minimum Requirement for Completion: Refer to the Administrative Planning Guide for 2005-2006

COURSE CODE	COURSE DESCRIPTION	MAX ENROLL	LENGTH (WEEKS)	CO-OP	NON-TRAD.	CAREER FAMILY	CDR PROGRAM CODE	CDR PROGRAM DESCR
8681	AUTO BODY REPAIR III	20	36	N	F	Transp, Distribution, Logistics	6603	Automotive Body Repair
8506	AUTOMOTIVE SERVICE TECHNOLOGY I	20	36	N	F	Transp, Distribution, Logistics	6605	Automotive Service Technology
8507	AUTOMOTIVE SERVICE TECHNOLOGY II	20	36	N	F	Transp, Distribution, Logistics	6605	Automotive Service Technology
8508	AUTOMOTIVE SERVICE TECHNOLOGY III	20	36	N	F	Transp, Distribution, Logistics	6605	Automotive Service Technology
8710	AUTO SERVICING I	20	36	N	F	Transp, Distribution, Logistics	6606	Automotive Servicing
8711	AUTO SERVICING II	20	36	N	F	Transp, Distribution, Logistics	6606	Automotive Servicing
8712	AUTO SERVICING III	20	36	N	F	Transp, Distribution, Logistics	6606	Automotive Servicing
8613	DIESEL EQUIP TECH I	20	36	N	F	Transp, Distribution, Logistics	6608	Diesel Equipment Technology
8614	DIESEL EQUIP TECH II	20	36	N	F	Transp, Distribution, Logistics	6608	Diesel Equipment Technology
8615	DIESEL EQUIP TECH III	20	36	N	F	Transp, Distribution, Logistics	6608	Diesel Equipment Technology
8725	SMALL ENGINE REPAIR I	20	36	N	F	Transp, Distribution, Logistics	6609	Small Engine Repair
8726	SMALL ENGINE REPAIR II	20	36	N	F	Transp, Distribution, Logistics	6609	Small Engine Repair
8727	SMALL ENGINE REPAIR III	20	36	N	F	Transp, Distribution, Logistics	6609	Small Engine Repair
8675	BASIC AUTO BODY REPAIR	20	36	N	F	Transp, Distribution, Logistics	6701	Automotive Body Repair
8709	AUTOMOTIVE MAINTENANCE	20	36	N	F	Transp, Distribution, Logistics	6702	Automotive Maintenance
8600	BASIC CARPENTRY	20	36	N	F	Architecture & Construction	6703	Basic Carpentry

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COURSE CODE	COURSE DESCRIPTION	MAX ENROLL	LENGTH (WEEKS)	CO-OP	NON-TRAD.	CAREER FAMILY	CDR PROGRAM CODE	CDR PROGRAM DESCR
8610	BASIC PHOTOGRAPHY	20	36	N		Arts, Audio/VideoTech/Comm	6704	Beginning Commercial Photography
8621	COMPUTER REPAIR & SERVICING	20	36	N	F	Information Technology	6705	Computer Repair & Servicing
	BRICK LAYER	20	36	N	F	Architecture & Construction	6707	Brick Layer
8724	BASIC SMALL ENGINE REPAIR	20	36	N	F	Transp, Distribution, Logistics	6708	Basic Small Engine Repair
8901	ICT NON CO-OP	20	36	N			6901	Industrial Cooperative Training (ICT)
8902	ICT CO-OP I	20	36	Y			6901	Industrial Cooperative Training (ICT)
8903	ICT CO-OP II		36	Y			6901	Industrial Cooperative Training (ICT)
8904	ICT SENIOR INTENSIFIED	20	36	Y			6901	Industrial Cooperative Training (ICT)
8801	T&I - DUAL ENROLLMENT W POST SECONDARY			N				

Minimum Requirement for Completion: Refer to the Administrative Planning Guide for 2005-2006

Appendix H: Family and Consumer Sciences Program and Course Information

COURSE CODE	COURSE DESCRIPTION	MAX ENROLL	LENGTH (WEEKS)	CO-OP	NON-TRAD.	CAREER FAMILY	CDR PROGRAM CODE	CDR PROGRAM DESCR
8285	EARLY CHILDHOOD ED & SVCS I	20	36	N	M	Education & Training	7101	Early Childhood Education & Services
8286	EARLY CHILDHOOD ED & SVCS II	20	36	Y	M	Education & Training	7101	Early Childhood Education & Services
8233	INTRO EARLY CHILD ED SVCS - 18 WKS	20	18	N	M	Education & Training	7101	Early Childhood Education & Services
8234	INTRO EARLY CHILD ED SVCS - 36 WKS	20	36	N	M	Education & Training	7101	Early Childhood Education & Services
8237	INTRO FAMILY HUMAN SVC -18 WKS	20	18	N	M	Human Services	7103	Family and Human Services
8238	INTRO FAMILY HUMAN SVC -36 WKS	20	36	N	M	Human Services	7103	Family and Human Services
8264	FAMILY & HUMAN SERVICES I	20	36	N	M	Human Services	7103	Family and Human Services
8265	FAMILY & HUMAN SERVICES II	20	36	Y	M	Human Services	7103	Family and Human Services
8280	FASHION DESIGN OCC I	20	36	N	M	Arts, AudioTech Comm	7104	Fashion Design
8281	FASHION DESIGN OCC II	20	36	Y	M	Arts, AudioTech Comm	7104	Fashion Design
8247	INTRO FASHION DSGN & MKT -18 WKS	20	18	N	M	Arts, AudioTech Comm	7104	Fashion Design
8248	INTRO FASHION DSGN & MKT -36 WKS	20	36	N	M	Arts, AudioTech Comm	7104	Fashion Design
8249	INTRO TO CULINARY ARTS -18 WKS	20	18	N	F	Hospitality & Tour	7105	Culinary Arts
8250	INTRO TO CULINARY ARTS -36 WKS	20	36	N	F	Hospitality & Tour	7105	Culinary Arts
8275	CULINARY ARTS I	20	36	N	F	Hospitality & Tour	7105	Culinary Arts
8276	CULINARY ARTS II	20	36	Y	F	Hospitality & Tour	7105	Culinary Arts

Minimum Requirement for Completion: Refer to the Administrative Planning Guide for 2005-2006

COURSE CODE	COURSE DESCRIPTION	MAX ENROLL	LENGTH (WEEKS)	CO-OP	NON-TRAD.	CAREER FAMILY	CDR PROGRAM CODE	CDR PROGRAM DESCR
8202	HOSPITALITY SERVICES I	20	36	N	M	Hospitality & Tour	7106	Hospitality Services
8203	HOSPITALITY SERVICES II	20	36	Y	M	Hospitality & Tour	7106	Hospitality Services
8258	INTRO TO HOSPITALITY SVCS - 18 WKS	20	18	N	M	Hospitality & Tour	7106	Hospitality Services
8259	INTRO TO HOSPITALITY SVCS - 36 WKS	20	36	N	M	Hospitality & Tour	7106	Hospitality Services
8295	INTERIOR DESIGN I	20	36	N	M	Arts, AudioTech Comm	7107	Interior Design
8296	INTERIOR DESIGN II	20	36	Y	M	Arts, AudioTech Comm	7107	Interior Design
8254	INTRO HOUSE/HOME FURNSH & DESIGN -18 WKS	20	18	N	M	Mkt, Sales & Serv	7107	Interior Design
8255	INTRO HOUSE/HOME FURNSH & DESIGN -36 WKS	20	36	N	M	Mkt, Sales & Serv	7107	Interior Design
8205	WORK & FAMILY MGMT -18 WKS	20	18	N	M	Human Services	7108	Work and Family Management
8266	FACS - DUAL ENROLLMENT		36	N	M	Human Services	7108	Work and Family Management
8282	WORK & FAMILY MGMT -36 WKS	20	36	N	M	Human Services	7108	Work and Family Management
8211	GRADS GR 6-8 -18 WKS	15	18	N	M	Human Services	7204	GRADS
8212	GRADS GR 6-8 -36 WKS	15	36	N	M	Human Services	7204	GRADS
8277	GRADS FAMLY FOCUS -18 WKS	20	18	N	M	Human Services	7204	GRADS
8278	GRADS FAMLY FOCUS -36 WKS	20	36	N	M	Human Services	7204	GRADS
8209	INDIVIDUAL DEVELOPMENT -18 WKS	20	18	N		Human Services		
8210	INDIVIDUAL DEVELOPMENT -36 WKS	20	36	N	M	Human Services	7301	Family Focus
8214	RESOURCE MANAGEMENT -18 WKS	20	18	N		Human Services		
8219	RESOURCE MANAGEMENT - 36 WKS	20	36	N	M	Human Services	7301	Family Focus
8223	FAMILY RELATIONS -18 WKS	20	18	N		Human Services		

Minimum Requirement for Completion: Refer to the Administrative Planning Guide for 2005-2006

COURSE CODE	COURSE DESCRIPTION	MAX ENROLL	LENGTH (WEEKS)	CO-OP	NON-TRAD.	CAREER FAMILY	CDR PROGRAM CODE	CDR PROGRAM DESCR
8225	FAMILY RELATIONS -36 WKS	20	36	N	M	Human Services	7301	Family Focus
8226	LIFE PLANNING -18 WKS	20	18	N		Human Services		
8227	LIFE PLANNING- 36 WKS	20	36	N	M	Human Services	7301	Family Focus
8228	NUTRITION & WELLNESS -18 WKS	20	18	N		Human Services		
8229	NUTRITION & WELLNESS -36 WKS	20	36	N	M	Human Services	7301	Family Focus
8231	PARENTING -18 WKS	20	18	N		Human Services		
8232	PARENTING -36 WKS	20	36	N	M	Human Services	7301	Family Focus
8204	FACS EXPLORATORY GR 6	20		N		Human Services		
8206	FACS EXPLORATORY GR 7	20		N		Human Services		
8208	FACS EXPLORATORY GR 8	20		N		Human Services		
8241	FACS EXPLORATORY -6 WKS	20	6	N		Human Services		
8242	FACS EXPLORATORY -9 WKS	20	9	N		Human Services		
8243	FACS EXPLORATORY -12 WKS	20	12	N		Human Services		
8244	FACS EXPLORATORY -18 WKS	20	18	N		Human Services		
8245	FACS EXPLORATORY -36 WKS	20	36	N		Human Services		
8213	GRADS OCC EXP -36 WKS	15	36	Y		Human Services		

Minimum Requirement for Completion: Refer to the Administrative Planning Guide for 2005-2006

Appendix I: School Division Codes

Counties

Accomack	001	Cumberland	025	King William	050	Pulaski	077
Albemarle	002	Dickenson	026	Lancaster	051	Rappahannock	078
Alleghany	003	Dinwiddie	027	Lee	052	Richmond	079
Amelia	004	Essex	028	Loudoun	053	Roanoke	080
Amherst	005	Fairfax	029	Louisa	054	Rockbridge	081
Appomattox	006	Fauquier	030	Lunenburg	055	Rockingham	082
Arlington	007	Floyd	031	Madison	056	Russell	083
Augusta	008	Fluvanna	032	Mathews	057	Scott	084
Bath	009	Franklin	033	Mecklenburg	058	Shenandoah	085
Bedford	010	Frederick	034	Middlesex	059	Smyth	086
Bland	011	Giles	035	Montgomery	060	Southampton	087
Botetourt	012	Gloucester	036	Nelson	062	Spotsylvania	088
Brunswick	013	Goochland	037	New Kent	063	Stafford	089
Buchanan	014	Grayson	038	Northampton	065	Surry	090
Buckingham	015	Greene	039	Northumberland	066	Sussex	091
Campbell	016	Greensville	040	Nottoway	067	Tazewell	092
Caroline	017	Halifax	041	Orange	068	Warren	093
Carroll	018	Hanover	042	Page	069	Washington	094
Charles City	019	Henrico	043	Patrick	070	Westmoreland	095
Charlotte	020	Henry	044	Pittsylvania	071	Williamsburg/	
Chesterfield	021	Highland	045	Powhatan	072	James City Co.	131
Clarke	022	Isle of Wight	046	Prince Edward	073	Wise	096
Craig	023	King George	048	Prince George	074	Wythe	097
Culpeper	024	King & Queen	049	Prince William	075	York	098

Cities

Alexandria	101	Falls Church	109	Manassas	143	Radford	122
Bedford	140	Franklin City	135	Manassas Park	144	Richmond City	123
Bristol	102	Fredericksburg	110	Martinsville	116	Roanoke City	124
Buena Vista	103	Galax	111	Newport News	117	Salem	139
Charlottesville	104	Hampton	112	Norfolk	118	Staunton	126
Chesapeake	136	Harrisonburg	113	Norton	119	Suffolk	127
Colonial Heights	106	Hopewell	114	Petersburg	120	Virginia Beach	128
Covington	107	Lexington	137	Poquoson	142	Waynesboro	130
Danville	108	Lynchburg	115	Portsmouth	121	Winchester	132

Towns

Colonial Beach	202	West Point	207	USDB-Hampton	219	USDB-Staunton	218

Regional Career and Technical Education Centers

Amelia-Nottoway Voc-Tech Center	311	Northern Neck Vocational Center	310
Charlottesville-Albemarle VTC	301	P.D. Pruden Voc-Tech Center	308
Jackson River Vocational Center	302	Rowanty Vocational-Technical Center	309
Massanutten Vocational Center	304	Valley Vocational-Technical Center	306
New Horizons Technical Center	307		

Appendix J: Program Completion Codes

Agricultural Education

1101   Agricultural Business
1102   Agricultural Machinery Service
1103   Agricultural Production
1104   Natural Resources Management
1105   Horticultural Science
1106   Biotechnology Program
1107   Special Programs
1108   Turf Grass Management
1109   Veterinary Science
1110   Equine Management
1111   Floral Design

Technology Education

5101   Design and Technology
5102   Pre-Engineering
5103   Communication and Information Technology
5104   Control Technology
5105   Production Technology
5106   Technical Design and Illustration
5107   Principles of Technology
5108   Biotechnology Program

Business and Information Technology

2101   Business (Regular) Occupational
2102   Business (Special)
2103   Office Administration
2104   Medical Systems Administration
2105   Legal Systems Administration
2106   Computer Network Software Operations
2107   Database Design and Management
2108   Information Technology
2109   Information Systems
2110   Accounting
2111   Web Development
2112   Computer Programming

Trade and Industrial Education

6101   Advertising Design
6602   Aircraft Pilot Training
6603   Automotive Body Repair
6206   Automotive Body Technology
6605   Automotive Service Technology
6606   Automotive Servicing
6601   Aviation Maintenance Technology
6202   Brick Masonry
6203   Building Trades
6204   Cabinetmaking
6205   Carpentry
6105   Commercial Photography
6406   Commercial Sewing

Trade and Industrial Education (cont.)

6113   Computer Networking Hardware Operations
6112   Computer Systems Technology
6403   Cosmetology
6502   Criminal Justice
6404   Culinary Arts
6209   Building Management
6608   Diesel Equipment Technology
6102   Drafting
6207   Electricity
6108   Electronics Technology
6501   Firefighting
6106   Graphic Imaging Technology
6210   HVACR
6901   Industrial Co-operative Training
6301   Industrial Maintenance Technology
6407   Nail Technician
6212   Plumbing
6305   Precision Machining Technology
6503   Public Safety
6109   Radio Communications
6110   Robotic Workcell Technology
6306   Sheet Metal
6609   Small Engine Repair
6111   Television Production
6103   Telecommunications
6213   Utility/Heavy Construction Technology
6307   Welding
6104   Motorsports Technology
6107   Barbering

Trade and Industrial Education—1-Year Programs

6701   Basic Auto Body Repair
6702   Automotive Maintenance
6703   Basic Carpentry
6704   Beginning Commercial Photography
6705   Computer Repair and Servicing
6707   Brick Layer
6708   Basic Small Engine Repair

Career Connections

8101   Education for Employment
8102   Teacher Cadet

Family and Consumer Sciences

7101   Early Childhood Education and Services
7103   Family and Human Services
7301   Family Focus
7104   Fashion Design
7105   Culinary Arts
7204   Graduation, Reality, and Dual-Role Skills (GRADS)
7106   Hospitality Services
7107   Interior Design
7108   Work and Family Managemen

Health and Medical Sciences

3101   Dental Assistant
3102   Emergency Medical Technology
3103   Health Careers Cluster
3105   Home Health Aid
3106   Medical Assistant
3108   Nursing Assistant
3109   Practical Nursing
3110   Surgical Technology
3111   Veterinary Assistant
3113   Physical/Occupational Therapy
3114   Biotechnology Foundations
3115   Pharmacy Technician

Marketing

4101   General Marketing
4102   Executive Marketing
4103   Apparel and Accessories Marketing
4104   Hospitality and Recreation Marketing
4105   Financial Services Marketing
4106   Sports and Recreation Marketing Program
4107   Real Estate Marketing

Appendix K: State Approved Non-Traditional Course Listing

Non-Traditional Program/Course Title	Non-Traditional Gender
Agricultural Education	
Agricultural Machinery Service (1102)	**Female**
8016 Agricultural Power and Equipment (III)	
8018 Agricultural Mechanization Sales and Service (IV)	
8020 Advanced Agricultural Mechanization (V)	
8021 Small Engine Repair	
8082 Small Engine Repair	
8052 Farm Equipment Operator	
Agricultural Production (1103)	**Female**
8010 Agricultural Production Technology (III)	
8012 Agricultural Production Management (IV)	
8014 Operating the Farm Business (V)	
Agricultural Business (1101)	**Female**
8022 Agricultural Business Fundamentals (III)	
8024 Agricultural Business Operations (IV)	
8026 Agricultural Business Management (V)	
Turf Grass Management (1108)	**Female**
8051 Turf Establishment and Maintenance	
8054 Advanced Turf Grass Applications	
Natural Resources Management (1104)	**Female**
8040 Introduction to Natural Resources (III)	
8042 Forestry, Wildlife, and Soil Management (IV)	
8044 Natural Resource Business Management (V)	
Horticultural Science (1105)	**Female**
8034 Horticulture Sciences	
8035 Greenhouse Plant Production and Management	
8036 Landscaping	
8038 Floriculture	
Veterinary Science (1109)	**Female**
8088 Veterinary Science	
Equine Management (1110)	**Female**
8015 Equine Management & Production (18 wks)	
8080 Equine Management & Production (36 wks)	
Floral Design (1111)	**Male**
8055 Floral Design I	
8056 Floral Design II	

Non-Traditional Program/Course Title	Non-Traditional Gender

Business and Information Technology

Business (Special) (2102)	**Male**

6740   Office Specialist I

6741   Office Specialist II

6742   Office Specialist III

Office Administration (2103)	**Male**

6241   Notetaking (36 wks)

6242   Notetaking (18wks)

6622   Office Administration (18wks)

6621   Office Administration (36 wks)

6152   Keyboarding Applications (36 wks)

6660   Database Design and Management (Oracle)

6661   Advanced Database Design and Management (Oracle)

6625   Word Processing (36 wks)

6626   Word Processing (18 wks)

Medical Systems Administration (2104)	**Male**

6730   Medical Systems Administration (36 wks)

6731   Medical Systems Administration (18wks)

Legal Systems Administration (2105)	**Male**

6735   Legal Systems Administration (36 wks)

6736   Legal Systems Administration (18wks)

Computer Network Software Operations (2106)	**Female**

6650   Computer Network Software Operations

6651   Adv Computer Network Software Operations

Database Design and Management (2107)	**Female**

6660   Database Design and Management (ORACLE)

6661   Advanced Database Design and Management (ORACLE)

Information Technology (2108)	**Female**

6611   Computer Applications (36 wks)

6617   Computer Applications (18 wks)

6670   Information Technology Fundamentals (grades 9 and 10)

Information Systems (2109)	**Female**

6612   Computer Information Systems (36 wks)

6613   Advanced Computer Information Systems (36 wks)

6614   Computer Information Systems (18 wks)

6615   Advanced Computer Information Systems (18 wks)

Accounting (2110)	**Male**

6320   Accounting

Non-Traditional Program/Course Title	Non-Traditional Gender
6321 Advanced Accounting	

Business and Information Technology (cont.)

Web Development (2111)	**Female**
6630 Design, Multimedia, & Web Technologies (36 wks)	
6632 Design, Multimedia, & Web Technologies (18 wks)	
6631 Advanced Design, Multimedia, & Web Technologies (36 wks)	
6633 Advanced Design, Multimedia, & Web Technologies (18 wks)	
Computer Programming (2112)	**Female**
6640 Programming	
6641 Advanced Programming	

Health and Medical Sciences

Dental Assistant (3101)	**Male**
8328 Dental Assistant I	
8329 Dental Assistant II	
Physical Therapy (3113)	**Male**
8385 Physical/Occupational Therapy	
Home Health Aide (3105)	**Male**
8364 Home Health Aide	
Medical Assistant (3106)	**Male**
8345 Medical Assistant I	
8346 Medical Assistant II	
Practical Nursing (3109)	**Male**
8357 Practical Nursing I	
8358 Practical Nursing II	
8359 Practical Nursing III	
Emergency Medical Technology (3102)	**Male**
8333 Emergency Medical Technician Basic-I	
8334 Emergency Medical Technician Basic-II	
8335 Emergency Medical Technician Basic-III	
Health Career Cluster (3103)	**Male**
8331 Health Assistant I	
8332 Health Assistant II	
8383 Medical Terminology	
8394 Dual Enrollment with Postsecondary	
Surgical Technology (3110)	**Male**
8351 Surgical Technologist I	
8352 Surgical Technologist II	
Veterinary Assistant (3111)	**Male**
8310 Veterinary Assistant I	
8311 Veterinary Assistant II	
8312 Veterinary Assistant III	

Non-Traditional Program/Course Title	Non-Traditional Gender

Health and Medical Sciences

Biotechnology Foundations (3114)	**Male**
8344　Biotechnology Foundations	
Pharmacy Technician (3115)	**Male**
8305　Pharmacy Technician I	
8306　Pharmacy Technician II	
Nursing Assistant (3108)	**Male**
8360　Nursing Assistant I	
8362　Nursing Assistant II	

Marketing

Financial Services Marketing (4105)	**Female**
8180　Financial Services Marketing (Co-op Ed)	
8181　Financial Services Marketing (Occ Experience)	
Apparel and Accessories Marketing (4103)	**Male**
8148　Introduction to Fashion Design & Marketing　(Occ Exp) (18 wks)	
8149　Introduction to Fashion Design & Marketing　(Occ Exp) (36 wks)	
8140　Fashion Marketing　(Co-op Ed)	
8141　Fashion Marketing　(Occ Experience)	
8145　Advanced Fashion Marketing　(Co-op Ed)	
8146　Advanced Fashion Marketing　(Occ Experience)	
Hospitality and Recreation Marketing (4104)	**Male**
8165　Travel & Tourism Marketing　(Co-op Ed)	
8166　Travel & Tourism Marketing　(Occ Experience)	
8167　Advanced Travel & Tourism　(Co-op Ed)	
8168　Advanced Travel & Tourism　(Occ Experience)	
8160　Hotel-Motel Marketing　(Co-op Ed)	
8161　Hotel-Motel Marketing　(Occ Experience)	
8162　Adv Hotel-Motel Marketing　(Co-op Ed)	
8163　Adv Hotel-Motel Marketing　(Occ Experience)	
Sports and Recreational Marketing (4106)	**Female**
8175　Sports, Entertainment, and Recreation Mkt (Co-op Ed)	
8176　Sports, Entertainment, and Recreation Mkt (Occ Exp)	
8177　Adv Sports, Entertainment, and Recreation Mkt (Co-op)	
8178　Adv Sports, Entertainment, and Recreation Mkt (Occ Exp)	
Real Estate Marketing (4107)	**Male**
8191　Real Estate Marketing　(Occ Exp)	

Technology Education

Design and Technology　(5101)	**Female**
8403　Technology Foundations (36 wks)	
8405　Technology Transfer (36 wks)	

Technology Education (cont.)

8407	Technology Assessment (36 wks)	
Pre-Engineering Program (5102)		**Female**
8490	Introduction to Engineering (36 wks)	
8491	Advanced Engineering (36 wks)	
8439	Introduction to Engineering Design	
8440	Digital Electronics	
8441	Principles of Engineering	
8442	Computer Integrated Manufacturing	
8443	Engineering Design and Development	
Principles of Technology (5107)		**Female**
9811	Principles of Technology I	
9812	Principles of Technology II	
Communication & Information Technology (5103)		**Female**
8415	Communication Systems (36 wks)	
8418	Communication Systems (18 wks)	
8420	Computer Control & Automation Systems (18 wks)	
8421	Computer Control & Automation Systems (36 wks)	
8458	Graphic Communications Systems (36 wks)	
8494	Graphic Communications Systems (18 wks)	
8423	Geospatial Technology (36 wks)	
8497	Media and Video Technology (36 wks)	
8455	Imaging Technology (36 wks)	
Biotechnology Program (5108)		**Female**
8467	Bioengineering	
Production Technology (5105)		**Female**
8425	Manufacturing Systems (36 wks)	
8426	Manufacturing Systems (18 wks)	
8427	Advanced Manufacturing Systems	
8431	Construction Technology (36 wks)	
8432	Construction Technology (18 wks)	
8433	Materials & Processes Technology (36 wks)	
8446	Production Systems (18 wks)	
8447	Production Systems (36 wks)	
8478	Materials & Processes Technology (18 wks)	
8496	Information Technology in Production Systems (36 wks)	
Technical Design & Illustration (5106)		**Female**
8434	Technical Drawing/Design/CAD (18 wks)	
8435	Technical Drawing/Design/CAD (36 wks)	
8436	Engineering Drawing/Design/CAD (36 wks)	
8437	Architectural Drawing/Design/CAD (36 wks)	
8492	Architectural Drawing/Design/CAD (18 wks)	

	Non-Traditional Program/Course Title	Non-Traditional Gender
8493	Engineering Drawing/Design/CAD (18 wks)	

Technology Education (cont.)

8459	Digital Visualization (36 wks)	
Control Technology (5104)		**Female**
8412	Electronics Systems II (36 wks)	
8416	Electronics Systems I (36 wks)	
8417	Electronics Systems I (18 wks)	
8444	Power & Transportation (18 wks)	
8445	Power & Transportation (36 wks)	
8448	Energy & Power (36 wks)	
8495	Energy & Power (18 wks)	
8413	Electronics Systems III (36 wks)	

Trade and Industrial Education

Heating, Ventilation, Air Conditioning & Refrigeration (6210)		**Female**
8503	HVACR I	
8504	HVACR II	
8505	HVACR III	
Brick Layer (6707)		**Female**
	Brick Layer	
Brick Masonry (6202)		**Female**
8512	Masonry I	
8513	Masonry II	
8514	Masonry III	
Building Trades (6203)		**Female**
8515	Building Trades I	
8516	Building Trades II	
8517	Building Trades III	
Carpentry (6205)		**Female**
8601	Carpentry I	
8602	Carpentry II	
8603	Carpentry III	
Basic Carpentry (6703)		**Female**
8600	Basic Carpentry	
Cabinetmaking (6204)		**Female**
8604	Cabinetmaking I	
8605	Cabinetmaking II	
8606	Cabinetmaking III	
Electricity (6207)		**Female**
8533	Electricity I	
8534	Electricity II	
8535	Electricity III	
Plumbing (6212)		**Female**
8551	Plumbing I	

Non-Traditional Program/Course Title	Non-Traditional Gender
8552 Plumbing II	

Trade and Industrial Education (cont.)

8553 Plumbing III	
Firefighting (6501)	**Female**
8705 Firefighting I	
8706 Firefighting II	
8707 Firefighting III	
Auto Body Repair (6701)	**Female**
8675 Basic Auto Body Repair	
Automotive Body Technology (6206)	**Female**
8676 Automotive Body Technology I	
8677 Automotive Body Technology II	
8678 Automotive Body Technology III	
Automotive Body Repair (6603)	**Female**
8679 Automotive Body Repair	
8680 Automotive Body Repair	
8681 Automotive Body Repair	
Industrial Maintenance Technology (6301)	**Female**
8575 Industrial Maintenance Technology I	
8576 Industrial Maintenance Technology II	
8577 Industrial Maintenance Technology III	
Automotive Service Technology (6605)	**Female**
8506 Automotive Service Technology I	
8507 Automotive Service Technology II	
8508 Automotive Service Technology III	
Automotive Maintenance (6702)	**Female**
8709 Automotive Maintenance	
Automotive Servicing (6606)	**Female**
8710 Automotive Servicing I	
8711 Automotive Servicing II	
8712 Automotive Servicing III	
Aviation Maintenance Technology (6601)	**Female**
8728 Aviation Maintenance Technology I	
8729 Aviation Maintenance Technology II	
Aircraft Pilot Training (6602)	**Female**
8731 Aircraft Pilot Training I	
8732 Aircraft Pilot Training II	
8733 Aircraft Pilot Training III	
Diesel Equipment Technology (6608)	**Female**
8613 Diesel Equipment Technology I	
8614 Diesel Equipment Technology II	
8615 Diesel Equipment Technology III	
Basic Small Engine Repair (6708)	**Female**

Non-Traditional Program/Course Title	Non-Traditional Gender
8724 Basic Small Engine Repair	

Trade and Industrial Education (cont.)

Small Engine Repair (6609)	**Female**
8725 Small Engine Repair I	
8726 Small Engine Repair II	
8727 Small Engine Repair III	
Utility/Heavy Construction Technology (6213)	**Female**
8616 Utility/Heavy Construction Technology I	
8617 Utility/Heavy Construction Technology II	
8618 Utility/Heavy Construction Technology III	
Precision Machining Technology (6305)	**Female**
8539 Precision Machining Technology I	
8540 Precision Machining Technology II	
8541 Precision Machining Technology III	
Sheet Metal (6306)	**Female**
8663 Sheet Metal I	
8664 Sheet Metal II	
8665 Sheet Metal III	
Welding (6307)	**Female**
8672 Welding I	
8673 Welding II	
8674 Welding III	
Electronics Technology (6108)	**Female**
8536 Electronics Technology I	
8537 Electronics Technology II	
8538 Electronics Technology III	
Robotic Workcell Technology (6110)	**Female**
8557 Robotic Workcell Technology I	
8558 Robotic Workcell Technology II	
8559 Robotic Workcell Technology III	
Computer Networking Hardware Operations (CISCO) (6113)	**Female**
8542 Computer Networking Hardware Operations I	
8543 Computer Networking Hardware Operations II	
8544 Computer Networking Hardware Operations III	
8545 Computer Networking Hardware Operations IV	
Computer Repair and Servicing (6705)	**Female**
8621 Computer Repair and Servicing	
Computer Systems Technology (6112)	**Female**
8622 Computer Systems Technology I	
8623 Computer Systems Technology II	
8624 Computer Systems Technology III	
Drafting (6102)	**Female**
8530 Drafting I	

8531 Drafting II	
8532 Drafting III	

Trade and Industrial Education (cont.)

Cosmetology (6403)	**Male**
8527 Cosmetology I	
8528 Cosmetology II	
8529 Cosmetology III	
8546 Beauty Salon Assistant	

Commercial Sewing (6406)	**Male**
8524 Commercial Sewing I	
8525 Commercial Sewing II	
8526 Commercial Sewing III	

Motorsports Technology (6104)	**Female**
8509 Motorsports Technology I	
8510 Motorsports Technology II	
8511 Motorsports Technology II	

Telecommunications (6103)	**Female**
8650 Telecommunications I	
8651 Telecommunications II	

Graphic Imaging Technology (6106)	**Female**
8660 Graphic Imaging Technology I	
8661 Graphic Imaging Technology II	
8662 Graphic Imaging Technology III	

Barbering (6107)	**Female**
8740 Barbering I	
8741 Barbering II	
8742 Barbering III	

Radio Communications (6109)	**Female**
8640 Radio Communications I	
8641 Radio Communications II	
8642 Radio Communications III	

Building Management (6209)	**Female**
8590 Building Management I	
8591 Building Management II	
8592 Building Management III	

Culinary Arts (6404)	**Female**
8521 Culinary Arts I	
8522 Culinary Arts II	
8523 Culinary Arts III	

Nail Technician (6407)	**Male**
8692 Nail Technician I	
8693 Nail Technician II	

Criminal Justice (6502)	**Female**
8702 Criminal Justice I	

Non-Traditional Program/Course Title	Non-Traditional Gender
8703 Criminal Justice II	
8704 Criminal Justice III	

Trade and Industrial Education (cont.)

Public Safety (6503)	**Female**
8700 Public Safety I	
8701 Public Safety II	

Family and Consumer Sciences

Early Childhood Education and Services (7101)	**Male**
8233 Intro to Early Childhood Education and Services (18 wks)	
8234 Intro to Early Childhood Education and Services (36 wks)	
8285 Early Childhood Education and Services I	
8286 Early Childhood Education and Services II	

Fashion Design (7104)	**Male**
8247 Intro to Fashion Design & Marketing (18 wks)	
8248 Intro to Fashion Design & Marketing (36 wks)	
8280 Fashion Design I	
8281 Fashion Design II	

Interior Design (7107)	**Male**
8254 Intro to Housing, Home Furnishings, and Design (18 wks)	
8255 Intro to Housing, Home Furnishings, and Design (36 wks)	
8295 Interior Design I	
8296 Interior Design II	

Family and Human Services (7103)	**Male**
8264 Family and Human Services I	
8265 Family and Human Services II	
8237 Intro to Family/Human Services (18 wks)	
8238 Intro to Family/Human Services (36 wks)	

Culinary Arts (7105)	**Female**
8249 Intro to Culinary Arts (18 wks)	
8250 Intro to Culinary Arts (36 wks)	
8275 Culinary Arts I	
8276 Culinary Arts II	

Hospitality Services (7106)	**Male**
8258 Intro to Hospitality Services (18 wks)	
8259 Intro to Hospitality Services (36 wks)	
8202 Hospitality Services I	
8203 Hospitality Services II	

Work and Family Management (7108)	**Male**
8205 Work & Family Management (18 wks)	
8282 Work & Family Management (36 wks)	
8266 Dual Enrollment w/PostSecondary	

GRADS (7204)	**Male**
8277 GRADS (18 wks)	

Non-Traditional Program/Course Title	Non-Traditional Gender
8278 GRADS (36 wks)	
8211 GRADS Grades 6-8 (18 wks)	

Family and Consumer Sciences (cont.)

8212 GRADS Grades 6-8 (36 wks)	
Family Focus (7301)	**Male**
8210 Individual Development (36 wks)	
8227 Life Planning (36 wks)	
8229 Nutrition and Wellness (36 wks)	
8225 Family Relations (36 wks)	
8232 Parenting (36 wks)	
8219 Resource Management (36 wks)	

Career Connections

Teacher Cadet Program (8102)	**Male**
9062 Teacher Cadet	